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| Department: Education and Children's Services | | RISK ASSESSMENT | Aberdeenshire COUNCIL  |
| Process/Activity: COVID-19 Infection Prevention & Control | Location: All ECS Establishments | | Date: 11.11.20 V006 |
| Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. | | | |
| Establishment Name and Location: Auchenblae School | | Isolation Room Location in Establishment: HT Office & Nursery Snug | |

Please save a copy of the template before updating so the master template is not populated with school specific information.

THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT AND SHARED WITH ALL STAFF.

CONSIDER PUBLISHING ON THE SCHOOL'S WEBSITE.

| Hazard | Person/s Affected | Risk | Risk level before controls are in place (delete as appropriate) Low, Medium & High | | | Control Measures | Risk level after controls are in place (delete as appropriate) Low, Medium & High | | |
|---------------------|--|--|---|---|----------|---|--|---|---|
| | | | L | M | H | | L | M | H |
| Spread of infection | Staff Children & young people Visitors | Cross contamination of infection. Infection of staff, children and visitors | L | M | H | <p><u>GENERAL CONTROL MEASURES</u></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> • frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet. • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose. • using a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste. <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Provide supplies of resources including tissues, soap and hand sanitisers.</p> | L | M | H |

Specific to Auchenblae School

Hand washing supplies will be stored in the school office cupboard and all members of staff should ensure that stock levels in classroom and toilets are replenished as and when required.

Hand sanitiser will be available at all external doors and levels should be checked throughout the day. Hand washing can also take place in one staff toilet, one disabled toilet and pupils' toilets.

Each class will create a routine where the children wash their hands as they enter and exit the classrooms, toilets and the school building. This may be similar to routines established before lockdown, where they had a one-way system to ensure they wash for the 20 seconds. Children are welcome to bring in their own soap and hand cream.

Class bins should be emptied at lunchtime by Gaby. The contents will be placed in a black bag and put out to the skip. Staff emptying the bins should ensure they wear gloves and avoid touching the contents. Thorough hand washing should follow.

The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: <https://covid19.aberdeenshire.gov.uk/>. **Sector Advice Card** found [here](#). Please display in school to signpost to guidance. **COSLA advice can be found [here](#).**

Specific to Auchenblae School

Staff should ensure that they check the COVID-19 site prior to each working day.

The Sector Advice cards are displayed in the staffroom, School Office, Head Teacher's office and Nursery. Staff also receive an emailed copy and are emailed when new copies are created. These are dated at the bottom. Each staff meeting will start by referring to the current Sector Advice Card and the Risk Assessment to ensure that everyone is UpToDate, aware of changes and can discuss what changes they feel are required.

[Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.](#)

Health and safety advice on latex gloves

Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic.

Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the [guidance for the use of latex gloves](#) must be followed before staff use the gloves.

Health and safety advice on face masks

All PPE identified by a risk assessment and used to protect employees from infection with COVID 19 must be worn as directed. Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers.

A 3D face bracket (an inner support for face masks) has been used by some staff to add extra comfort when wearing a mask to make it more breathable and stop glasses from fogging. These inserts must not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed

Face Coverings – Updated guidance from 31 August 2020:

A further [update](#) was published on 30 October
NHS guidance to wearing Type IIR mask in schools found [here](#).

A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks.
Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). **Face coverings** should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets

See advice below regarding when Type IIR masks should be worn. [Link to ELC guidance doc found here](#)

At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.

At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);

□ **Face coverings** should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.

□ **Pupil Support Assistants and those supporting children with Additional Support Needs** who routinely have to work within two metres of **children and young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.

In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).

Other than where schools are using ELC models and guidance in the early stage (P1-2), where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.

□ In **special schools and units**, and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day and adjusted where

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). And good infection control guidance specifically for nurseries: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) and put in place the guidance from Health Protection Scotland. ELC Risk assessment [here](#).

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.

(Document1: [Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19 Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Risk Assessment EPS for visiting schools can be found [here](#)

Visiting Staff Guidance:

| Staff Type | Working Location | Guidance |
|---|---------------------------|---|
| ASN Pupil Escorts | Transport | <ul style="list-style-type: none"> Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures. |
| ASN Staff (e.g. ASN Teachers, PSAs, PSWs) | Base school only location | <ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff |

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| | | | | | ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs) | Base school & one other location per week | <ul style="list-style-type: none"> Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in) Only visit one school per day on days not in base school Do not work with more than 2 contacts per day in schools that are not base school A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. | | |
| | | | | | ASN Peripatetic Staff (e.g. Relief PSAs) | Working in more than 2 schools per week & does not have a base school | <ul style="list-style-type: none"> Do not visit more than one school per day Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. | | |
| | | | | | ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals | Working in more than 2 schools per week & does not have a base school | <ul style="list-style-type: none"> Continue to offer a service remotely where possible Do not visit more than one school per day Do not work with more than 2 contacts in a school A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. | | |
| | | | | | Visiting Specialists | Various schools across clusters | <ul style="list-style-type: none"> Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 Undertake risk assessment for each staff member | | |
| | | | | | Supply Teacher | Various schools across clusters | <ul style="list-style-type: none"> Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 | | |

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| | | | | | | <ul style="list-style-type: none"> Undertake risk assessment for each staff member | | | | | |
| | | | | | Music Instructors | Various schools across clusters | <ul style="list-style-type: none"> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) Consider fortnightly visits so 1 school per day can be achieved Consider online learning using Glow or Goggle platform No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information | | | | |
| | | | | | Janitorial Staff | Cluster Schools | <ul style="list-style-type: none"> Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical | | | | |
| | | | | | <p><u>Specific to Auchenblae School</u></p> <p>Shona Paterson provides two days ASL support to the school every fortnight where she is timetabled with two contacts on each day as we are not her base school. Marykirk is her base school. As she is currently assessing some of our children, those contacts are changing each week until a timetable is established. She is keeping a log of who she sees and when. The contacts that she has been working maintain our bubble (class) system in school. Children from different classes are not mixing when they work with Shona.</p> <p>Aimee Stevenson also supports our ASL provision for one day a week. Auchenblae is her base school so she will be working with 3 contacts in one day. Again, the children will be a small group from within one class. Like Shona, her timetable is still being created as we awaited more clarification on the Guidance Document mentioned above. She is also recording which pupils she as met with over the past few weeks.</p> <p>Louisa Cassasola currently works between Laurenckirk, Fettercairn and Auchenblae over 4 days. Currently, she only visits one school each day. She has taken an additional cluster position on a Friday and awaiting a start date.</p> | | | | | | |

Monday – Fettercairn
Tuesday – Auchenblae
Wednesday – Laurencekirk
Thursday – Auchenblae
Friday – Auchenblae

We also have Jane Tulloch, Acting Head Teacher, who is working between Auchenblae and Marykirk. Monday & Tuesday are at Auchenblae, Then Wednesday, Thursday and Friday at Marykirk.

Covid-19 – Guidance for non-healthcare settings is available [here](#).

Health and Safety advice available on Arcadia [here](#) by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:

Health, Safety and Wellbeing policy is available [here](#).

Specific to Auchenblae School

Staff should ensure that they are aware of the advice on Arcadia. Time was allocated on the August in-service for this and staff should continue to refresh their memory throughout the term.

PPE

For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.

Types of PPE required for specific circumstances:

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.
If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff.
Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask – Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

Specific to Auchenblae School

Any staff member can discuss their PPE options at any point with the Head Teacher and a few have chosen to do so, so far. All members of staff will be supported in wearing what they feel is appropriate. The Head Teacher may also discuss the wearing of PPE for certain activities or for certain members of staff to ensure that their safety is paramount. L Fish highlighted the change to wearing a visor, they must be accompanied by a face mask. This has been rolled out with our kitchen staff.

PPE stock levels will be checked by Friday of every week to ensure that an order can be placed at Mearns Academy on the following Monday. There is a clipboard in the school office to log any items that are required. Graham Milne, Mearns Academy, will then deliver the PPE. If a weekly check and replenish is insufficient, we will liaise with Mearns Academy to ensure that larger quantities are delivered on the Tuesday. D. Atkinson has advised that our 4 weeks' worth of stock levels will be in school soon. L Fish has discussed with D. Atkinson what we needed until it comes in. These items were delivered the next day by a Janitor.

PPE stock will be stored in the staff toilet and in the school office cupboard, in the Portacabin cupboard, a designated area in Nursery and in the school kitchen. There is also a small supply in our PE cupboard to allow instant access during playtimes and lunchtimes. This is working well.

Specific to Auchenblae School

Face masks will be stored in the school office cupboard, in the kitchen, in the Portacabin, in the PE cupboard and in Nursery as a backup.

When working in the ASL area, masks should be worn at all times due to the small area. If using this area for a prolonged time, then outside learning should be explored instead.

Face masks will also be required in the school kitchen due its small area. Advice is available on how to wear a face mask and how to move or remove it. This will be discussed at the August in-service day and should be followed by all staff. Staff members should support each other in remembering these points.

L.Fish has continued to discuss and monitor the use of face masks in the classroom and all staff are wearing masks when 2m cannot be maintained.

Special Consideration for Certain Groups

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.

Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.
- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

In Protection levels 0 – 2, pupils with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment. Enhanced measures apply to children and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

Protection Level 3 – Enhanced protective measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend.

Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - enhanced and targeted protective measures

- The current advice is that children on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.
- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m.

Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.
Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

Specific to Auchenblae School

At this point in time (August 2020), there does not appear to be any clinically extremely vulnerable staff in Auchenblae School. This will be continually monitored. L. Fish has had discussions with a member of staff who has now returned from shielding. These will continue.

General Advice - Staff and Pupils

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Aberdeenshire Council staff can access testing advice [here.](#), with NHS advice [here.](#)

Specific to Auchenblae School

Current Scottish Government advice states that even if a negative test is received, they should continue to self-isolate for the full 14 days.

Staff absences will be recorded on iTrent and Aberdeenshire's Corporate Absences and Accident Recording accessed from:

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety%2c%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/Corporate%20Absence%20and%20Accident%20Recording/Corporate-Absence-and-Accident-Recording.aspx>

We will also keep a note in the School Office outlining the earliest date for return. This is to ensure that information is shared effectively between job-share partners and can be accessed quickly and when our School Administrator is not in.

Pupil absences will be recorded on Seemis and noted in our normal absence book. Again, we will note the earliest possible date of return to ensure that the full period of self-isolation has been adhered to. All staff will be made aware of where to find this information should the HT or Administrator not be in school.

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here](#). [ASN FAQs](#).

Specific to Auchenblae School

We currently share two members of staff with Laurencekirk Primary and our timetables are being finalised to reduce movements. We are ensuring that they stay in one school for the whole day. This will continue to be monitored as one member of staff continues to work on the supply list too.

One of those members of staff is Louisa Cassasola who also currently works between Laurencekirk, Fettercairn and Auchenblae over 4 days. Currently, she only visits one school each day. She has taken an additional cluster position on a Friday and awaiting a start date.

Monday – Fettercairn

Tuesday – Auchenblae

Wednesday – Laurencekirk

Thursday – Auchenblae

Friday – Auchenblae

Our shared ASL teacher will visit for two consecutive days a week every fortnight as she is working between 3 schools. This will allow her to have the 7 day required gap before returning.

We also have Jane Tulloch, Acting Head Teacher, who is working between Auchenblae and Marykirk. Monday & Tuesday are at Auchenblae. Then Wednesday, Thursday and Friday at Marykirk.

Consider adapting working practices for administration staff. For example, stagger times at which work is done in the school office, or breaks are taken; restructure workflows to allow for physical distancing of 2m to be implemented. Consider rota of staff to provide reception cover, allow enough staff cover in school offices. Minimise movement of individuals between workstations. Where they are shared make sure there is cleaning between use.

Specific to Auchenblae School

We have one school administrator and she is happy to work from school. This can be altered or adapted if needed from either party.

There should only be two people in the school office at one time. There is a sign as you enter the office to show where the 2m distance is. As there is only one member of staff in the school office, we will just need to monitor those dropping into the office.

Classroom computers, staffroom computer and the ASL computer could potentially all be share workstations. These should be wiped down prior to using them and when you finish using them. Care needs to be taken when cleaning iPads and Laptops as prevent damaging them. Two laptops are no longer working due to water/cleaning.

Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](#) and [secondary schools](#).

Specific to Auchenblae School

Class teachers should carry out Seemis registrations **at the start of the day and after lunch**. There are new Seemis codes for COVID

A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings. Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the [guidance on the appropriate approach to these specific circumstances while on campus](#). This has now been included in updated guidance for colleges.

Specific to Auchenblae School

We now have one pupil who will be accessing Laurencekirk Primary and Auchenblae (October 2020). A timetable and routine are going to be established at the start of term 2 to adhere to COVID guidance.

Any split placements in Nursery will be detailed on their Risk Assessment.

Where possible groups should be kept apart. For example, in open plan areas consider clear demarcation and separation between areas. Reduce the movement of groups across different parts of the school estate where possible.

Specific to Auchenblae School

The outside area has been split into 4 areas. When classes are engaging in outdoor learning, they should stay within the area they have chosen to use. Clear boundaries for each area were agreed and shared with staff on the August in-service day. These will be continually evaluated and altered if required. Pupils and Staff MUST wash their hands before entering any outdoor area and upon re-entering the school.

At breaktime and lunchtime the school has been split into two waves. Wave 1 is P1, P5/6 & P6/7. Wave 2 is P2/3 & P3/4. Until now (October 2020), within these waves, the children have had their own class area of the playground for playing. These are clearly marked out and the children know not to mix with another class. There is a timetable of times for each wave. As a cluster, we are trailing having the children in each waves playing in all areas in the playground ONLY. This is following social distancing guidance for children outdoors. This will be monitored as the term progresses.

Time has been factored in for cleaning the lunch tables, chairs, surfaces, key touch points before the next wave comes in. This is currently being undertaken by the Head Teacher.

Wave 1 and Wave 2 will not be entering or queuing for the lunch hall at the same time as this would be classed as a mass gathering. There is time built in to ensure that both waves will not meet in the lunch hall or in the outside corridor.

Nursery can access the outdoor areas for their own outdoor learning. But should avoid the areas during school playtimes and lunchtimes. A timetable for the outside areas has been created and is displayed in the timetables display in the staffroom.

Schools should avoid assemblies and other large group gatherings. Where this is necessary to do so alternative mitigating actions should be put in place, such as limiting the time spend together.

Specific to Auchenblae School

Assemblies will continue to be recorded and shared on classroom SmartBoards. We will also explore the use of Teams so we can start up our Friday Achievements again. Classes engage from their individual classrooms.

Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.

Specific to Auchenblae School

Signs are displayed at all sinks and throughout school. Classes have established handwashing routines.

Consideration given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.

Specific to Auchenblae School

Our Fire Evacuation Procedures did not need to be altered upon our re-opening as we currently have 3 doors for 4 classes in the main building. All of these are close to the classrooms. The Portacabin and Nursery have their own fire doors.

Yellow spots have been painted on the playground at the muster points. Each class should head to the muster point detailed on their classroom wall and muster at their given yellow spot. The spots are 2m apart to support adult social distancing. Nursery are included in this. There are two spots for Nursery to ensure that their larger amount of staff can socially distance at the muster points.

Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.

Specific to Auchenblae School

This has been shared with staff and will be added to the school Newsletter.

In secondary schools the advice is to 'encourage' distancing for pupils particularly in the senior phase.

Encourage pupils to not crowd together or touch their peers. Discourage hand to hand greetings/hugs. Use all available space to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults.

Support for minority ethnic children, young people and staff

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.

Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

General Advice - Facilities

Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support where there is capacity to do so. The allocation of this will be based on formula based on school size.

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.

As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Specific to Auchenblae School

PSAs are cleaning these areas after break time and Gaby is coming in for an hour during lunchtime. The Head Teacher is cleaning the dining tables and class teachers are cleaning the classroom

tables. Shared resources are being cleaned after use. Within classroom areas, cleaning products will be available.

Laptops, iPads and any shared equipment should be cleaned between use. If the item cannot be cleaned, it should be boxed with a lid and stored for 72 hours. As we have staff who are not in the building fulltime, clear labels should be added to the lid to outline when it can be opened. These boxes should be stored in an agreed area.

Using COVID Guard has also been shared with the staff. The video may be referred to at any point.

Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms. Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.

Specific to Auchenblae School

Auchenblae School only have a Janitor visit on a Tuesday morning. Therefore, the Head Teacher and class teachers will support the janitor roles stated above.

All toilet areas to contain signage highlighting good handwashing routines.

Specific to Auchenblae School

These signs were in place before lockdown. They will be continually checked to see if they need renewed and replaced.

Ventilation

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.

Specific to Auchenblae School

All classroom doors should remain open unless there is a specific reason for them to be closed. They should be opened immediately afterwards.

Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.

Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.

Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and

windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.

Fire Safety Risk Assessment should always be reviewed before any internal doors are held open

Ventilation

- partially opening doors and windows to provide ventilation while reducing draughts
- opening high level windows in preference to low level to reduce draughts
- purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)

Temperature

- providing flexibility in permissible clothing while indoors.
- designing seating plans to reflect individual student/staff temperature preferences
- adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration)

Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.

Updated guidance for ventilation can be found [here](#)

Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.

Specific to Auchenblae School

At Auchenblae the Head Teacher and the Administrator can support the logging of calls. The logbook for these calls are in the school Office. All members of staff will be made aware of this book in case the Head Teacher or Administrator is not in school.

Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use.

However, internal fire doors **must** be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.

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| | | | | | | <p>External Fire Doors if opened to facilitate lunchtime queues must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p> <p><u>Specific to Auchenblae School</u> The doors to the gym/lunch hall will be propped open for lunch service. They will be closed before and after lunch service.</p> | | | |
| <p>People with symptoms attending ECS sites</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal. Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p><u>Specific to Auchenblae School</u> Parent/carer contact will be primarily through phone, email or Seesaw. Microsoft Teams and Skype will also be used for longer parental meetings or for meetings with more than one member of staff.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Have a location where potentially symptomatic pupils can be located until they can be collected.</p> <p><u>Specific to Auchenblae School</u> The Head Teacher's office is the isolation room for the school. The Nursery Snug is the isolation room for Nursery. As a further back up option, the school office would also become an isolation room. In the event of an emergency, both nursery and school can use each other's isolation area. However, this should be avoided unless absolutely necessary as the two rooms are in separate buildings and we would be entering each other's bubbles.</p> | L | M | H |
| <p>Spread of infection.</p> <p>Infection of staff,</p> | <p>Staff</p> <p>Children & young people</p> | <p>Cross contamination of infection.</p> | L | M | H | <p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> | L | M | H |

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| <p>children & visitors.</p> | <p>Visitors</p> | <p>Infection of staff, children and visitors</p> | | | <p><u>Specific to Auchenblae School</u> Signage has been added to the School main door, school gates and the Nursery entrance. School external doors display the one-way system e.g. no entry etc..</p> <p>Consider staggered drop off/pick up times or locations. Consider where children go when they arrive at the facility. Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground.. Consider advising parents not to wait and maintain 2m social distancing. If parents/carers are dropping off children, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Car-sharing with children and young people of other households should be discouraged</p> <p><u>Specific to Auchenblae School</u> Staggered drop off times and pick up times have been created and altered since week one. These have been shared with all families. They will be continually reviewed.</p> <p>Two-metre distance lines have been painted onto the playground and entrance. These continue into the school car park as our school entrance is very narrow. If parents/carers wish to leave larger gaps, they can do so.</p> <p>Due to our narrow entrance, it is safer for parents/carer to access a small part of the school playground when dropping off and collecting their children. We will try to keep the entrance system moving to avoid people waiting in line. Timings will be adapted if queuing becomes an issue. We have already altered our soft start timing at the start of the day to support parents/carers who were arriving early. It is not always possible to predict how long it takes to get to school especially if coming with younger siblings. It appears to be flowing better in the morning.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering and leaving the building, hand sanitiser should be made available. Everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building. When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p><u>Specific to Auchenblae School</u> Hand sanitiser will be available at every external door within the school, portacabin, kitchen and Nursery.</p> <p>No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas.</p> | | | |
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| | | | | | | <p>Consider discouraging parents/carers from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p><u>Specific to Auchenblae School</u> A clear path has been created that goes from the school main gate to the car park gate. A red line has been painted to mark this path and parents/carers should not cross the red line. This area is the designated area for parents/carers.</p> <p>The main door has a clear entrance procedure that is displayed on the door. This will ensure that people will only gain access if it is absolutely necessary.</p> <p>Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.</p> <p><u>Specific to Auchenblae School</u> Families have been advised on the items that they should bring to school. Any exemptions will be discussed and shared. At this moment, there is only one agreement in place for a school pupil to take in a personal item from home.</p> | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></p> <p>Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> | L | M | H |

Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Type IIR Face masks to be worn by adults where distancing of 2m cannot be achieved.

Specific to Auchenblae School

Clear entrance procedures are displayed on the main school building front door and the door to nursery. Visitors are asked to phone the school/press the buzzer and wait for someone to meet them. No member of staff should buzz anyone in. We will greet everyone at the door and ascertain the importance of their visit/entry to the school. If they are dropping off or collecting items, they will not enter the building, a member of staff will collect or hand over the items outside the internal front door. The staff member will ensure that they use Gloves while handing over items. Where it is safer, items will be kept in school for the pupil to collect themselves the next school day.

Visitors who do need to enter the building will be asked to wash their hands in the toilet beside the front door or use the hand sanitiser provided. Then they will complete the Track & Trace Survey. They can complete either the paper copy survey or the QR code survey below. They will then be escorted to the area they need. While they are completing the entry procedures, they will not be left unattended. All adult visitors should exit the building through the car park door, washing their hands as they leave.

<https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKV-PkMF-76tBjX5LjkYcudIUQU5ZMDVSTTk4SEFLTkY5TVVKM0ZDVzhKSy4u>

Visitors to the Nursery or the Portacabin should report to the school building first. This is not a change to normal procedures. NO pupils should be answering or opening any external doors. P6/7 pupils in the Portacabin should not open the Portacabin door.

Canteen deliveries will continue to use the kitchen entrance. Deliveries will be conducted in the school car park at the kitchen entrance ensuring social distancing is adhered to and face masks are worn due to the small size of the kitchen area. The kitchen courier can enter the school kitchen to deliver the school meals, as per their COVID procedures. The courier will complete the Track and Trace survey throughout the week until we establish if not required as they would be deemed a member of our staff. It is the same person every day. Hand sanitiser and hand washing will also be available.

Instrumental Instructors

Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.

Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.

Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures

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| | | | | | | <p>Individual and Class Photos</p> <p>QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p> | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</p> <p>To help with maintaining distancing for young people in secondary schools use of marker tape on the floor and consider the implementation of one-way systems to assist movement around school buildings and site. Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible a Type IIR face mask should be worn as per guidance and will be provided.</p> <p>Reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools.</p> <p>Specific to Auchenblae School</p> <p>Additional staff in classrooms will be timetabled to ensure that they only visit two bubbles/classes in one day. Non-class contact time will change over breaks in the school day so that classroom cleaning can take place.</p> <p>When working in the classroom, the children will have a set seat and table for the day. Class seating plans can be adapted if required but maintaining a given space for consecutive days and weeks is preferred.</p> | L | M | H |
| <p>Risk of infection of children with additional support needs</p> | <p>Children & young people</p> | <p>Risk of not following existing procedures for pupils</p> | L | M | H | <p>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <p>Specific to Auchenblae School</p> <p>Our pre-existing fire procedures will remain the same as we have five classes exiting through four external doors. Therefore, we only have one exit being used by two classes. This will be continually reviewed. However, yellow spots have been added to the muster points to ensure that classes are spread 2m apart.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where</p> | L | M | H |

Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.

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| | | | | | | <p>personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Risk Assessment created for Special Schools/Community Resource Hubs personal care found here. Guidance on re-opening school age childcare services - Additional Support Needs Summary can be found here. ASN FAQs.</p> <p><u>Specific to Auchenblae School</u> We currently do not have any specialised equipment or a sensory room (November 2020).</p> | | | |
| Infected person attending the site | Staff Children & young people Visitors | Risk of infection to other people | L | M | H | <p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed if able to do so - Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. - A separate bathroom should be designated for the individual to use. - Private transport to reach home should be used where possible. - If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19. - <p><u>Specific to Auchenblae School</u> In the event of anyone needing to use the isolation room, the staff toilet beside the school office will become their designated toilet as it is closest to the isolation room. No entry signs have been placed within these rooms so that they can be added to the door if needed. A spare no entry sign is inside the school office door should it be needed. Signs to outline that they are isolation areas are clearly displayed on the doors.</p> <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> | L | M | H |

Additional guidance for staff is available here:



Guidance for School
Staff on Personal Prot

It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having approximately 4 weeks stock on site. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.

Specific to Auchenblae School

Our PPE stock will be checked by a Friday so that an order can be placed at Mearns Academy on the following Monday.

Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#).

Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.

Specific to Auchenblae School

These registers will be stored securely in the school office and members of staff will be shown where they are in case the Head Teacher or Administrator are not in school. Electronic copies will be on Seemis for pupils and iTrent for staff.

COVID related illnesses during attendance at establishments

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and [NHS guidance and flowchart here with NHS FAQs here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate. See below for OUTBREAK MANAGEMENT

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings guidance](#).

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

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| | | | | | | <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill- kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p> <p><u>Specific to Auchenblae School</u> The new Flowcharts and Sector Advice Cards are displayed and pointed out to all staff members. In addition, the information will be discussed at the start of each staff meeting to ensure that the procedures are continually discussed and emphasised.</p> | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>OUTBREAK MANAGEMENT</u></p> <p>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol • COVID-19: Outbreak Management (Out-of-Hours) • Risk assessment Form for Public health for confirmed positive case(s) in education v1.1 <p>NHS Template Letters found here: Test & Protect Letter / Rest of School Letter</p> <p>Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> • Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net | L | M | H |

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| | | | | | <p>If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice. Increased respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> • Attendance at multi-agency incident management team meetings • Communications with pupils, parents/carers, and staff • Provide records of school layout / attendance / groups • Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <p>Notification Processes:</p> <p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health & Safety Officer. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable by them to the Health & Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p> <p><u>Specific to Auchenblae School</u> The contact details for the HPT will be clearly displayed in the School Office and the Head Teacher's Office for easy access. Also in case the Head Teacher or Administrator is not in school.</p> | | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on their peg and jackets on their chair.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> | L | M | H |

All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure a suitable disinfection product is available in all IT rooms and shared classroom spaces. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.

Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.

Specific to Auchenblae School

We only have a janitor on a Tuesday morning, so touch points will be cleaned by our lunchtime cleaner and PSAs or the Head Teacher.

Remove resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.

Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.

Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.

Keep surfaces clear to make cleaning easier. Box of tissues in each class.

Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).

Children and teacher should agree the handwashing routine for the day for their group. Consider the provision of hand sanitiser at the entrance of each classroom.

Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.

Specific to Auchenblae School

Reading books and library books should be boxed with a lid and stored for 72 hours. As we have staff who are not in the building fulltime, clear labels should be added to the lid to outline when it can be opened. These boxes should be stored in an agreed area.

Instrumental Instructors

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.

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| | | | | <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p> <p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p> <p>Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.</p> <p>Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils Pupils should clean their own instruments under the guidance and instruction of the instructor</p> | | | |
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TEMPLE

Updates on Curriculum Changes

Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.

Please Note: Where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be updated as appropriate.

Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)

Drumsticks should not be shared

Bows should not be shared

Each pupil should have their own copies of sheet music.

Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson

Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

Updated guidance for PE found [here](#).

Local arrangements need to be made regarding the cleaning schedule for changing areas. Changing rooms are an area of increased risk of transmission and should be avoided where possible,

Following a risk assessment, if the use of changing rooms is considered necessary, schools should ensure mitigating actions are in place. This includes ensuring that changing rooms are as well ventilated as possible, used only by small numbers at any point in time to maximise physical distancing, and that close attention is paid to cleaning surfaces after use.

If changing rooms are not used:

- o consideration should be given to alternative places for storing learners' belongings, for example, assigning each learner their own space;
- o young people should be encouraged to arrive at school in their PE kit on days when physical education lessons will take place and, where possible, wait until they get home to change.

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

| | Indoors | Outdoors |
|----------------|---|---|
| Primary | Children can participate in contact and non-contact activities. | Children can participate in contact and non-contact activities. |

| | Indoors | Outdoors |
|------------------|---|---|
| Secondary | Young people can participate in contact and non-contact activities. | Young people can participate in contact and non-contact activities. |

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

Practical considerations for PE in schools:

Minimising contact between individuals and groups

- As a precautionary approach schools should encourage physical distancing where possible between adults, and between children and young people, particularly in the senior phase.
- There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.
- During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.
- Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing-rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.2
- Wherever possible, efforts should be made to keep children and young people within the same groups.
- The teacher should have an assigned area to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or children and young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants.
- Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#) at the Education Scotland National Improvement Hub, and [here at SSERC](#).

Library books should be quarantined for 72 hours upon return to the library and a procedure needs to be developed by school libraries. A dedicated quarantine area can be set up.

Secondary Schools Only

Adjust class space if required, and where possible to maintain spacing between desks and individuals. Consider seating pupils side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation. Consider altering class size composition to create more space by evening out class sizes. Encourage social distancing where possible.

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| | | | | | <p>Marking Jotters</p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p> <p>There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.</p> <p>(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.</p> <p>(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after</p> <p>The provision of activities or clubs outside the usual school timetable</p> <p>The COVID-19 Advisory Sub Group on Education and Children's issues has also published advice on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the guidance on unregulated children's services will apply</p> | | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p>STAFF AREAS/BASES</p> <p>The same social distancing and hand washing hygiene applies to all staff. Consider breaks being staggered as per children's breaks to avoid congestion/contact.</p> <p>Specific to Auchenblae School</p> <p>A maximum of 5 adults should be in the staffroom at one time. Teaching staff breaktimes and lunchtimes have been staggered in line with their own class. Non-teaching staff also have separate breaks to ensure that no more than 5 adults will be in the staffroom.</p> <p>During in-service days staff may be using the photocopier, laminator and guillotine at different times in the day that are located in the staffroom. The lunch/gym hall will therefore become the staffroom for breaks and lunches. Staff are asked to think about social distancing and staggering their breaks and lunches during in-service days.</p> <p>Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn.</p> <p>Staff should ensure that they use their own eating and drinking utensils.</p> | L | M | H |

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| | | | | | | <p>All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p> <p><u>Specific to Auchenblae School</u> Hand sanitiser is also available beside the photocopier for staff using the photocopier, laminator, guillotine and the phone in the staffroom. There is also a sink for handwashing in the staffroom.</p> | | | |
| Spread of infection during canteen use / break and lunchtimes | Staff Children & young people | Cross contamination of infection. Infection of staff, children and visitors | L | M | H | <p><u>BREAK AND LUNCHTIME</u></p> <p>Consider all persons staying on site once they have entered it and not use local shops etc, where possible. It is recognised where staff have dual roles that this is not always possible. If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Consider staggered handwashing for snack and lunchtimes. Staggered toilet breaks. Consider staggering break times to reduce congestion and contact at all times. Localised solutions should be agreed at each establishment.</p> <p><u>Specific to Auchenblae School</u> The school has been split into two waves for breaktimes and lunchtimes. Time has been given between waves, and a one-way system in school, to reduce congestion.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found here.</p> <p>Discuss provision and delivery with Area Catering Officer or Unit Supervisor. A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.</p> | L | M | H |

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| | | | | | <p>Secondary schools will have the opportunity of also using a new app for young people selecting their meal choices. This will assist with the flow of pupil queues.</p> <p>Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Ensure that free drinking water is available to children and young people throughout the day</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds). In addition, visors can be used at staff member's discretion.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>Catering Risk Assessment found here.</p> <p><u>Specific to Auchenblae School</u> Children who are having a school lunch will eat their lunch in the lunch hall. Packed lunches will be eaten in their own classroom. All children will wash their hands before eating their lunch.</p> <p>The tables, chairs, surfaces and key touch points will be cleaned between the two waves and enough time has been factored in for this.</p> <p>Tables will be set up with cups and water. This will be done by adults wearing gloves. This is to ensure that children are not collecting their own cups from a communal tray/area. Cutlery will be placed on their food tray alongside the other bagged items being placed on their trays by the canteen staff.</p> <p>Upon finishing their meal, a whole table will leave at the same time and follow the usual tidying routine. This tidying area will be fully supervised by an adult. Subsequent tables will be dismissed one at a time to ensure that the tidying area does not become congested.</p> <p>There will be time between waves for cups and water to be placed on the tables. Waves should not meet in the corridor.</p> | | | |
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| Process/Activity: Infection Prevention & Control | Location: All ECS Establishments | Date: 25.11.2020 |
| Establishment RA Author: Lynn Fish | Date of Review: | |

| Version Reference | Date | Updates |
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| Version 1 | 02.08.2020 | |
| Version 2 | 06.08.2020 | <p>Added: Link here for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.</p> <p>Added: Link here for advice for people with specific medical conditions, and wording in this section updated.</p> <p>Added: It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching and pupil support staff. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Added: Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p> <p>Added: When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p>Amended Text: Risk Assessment created for Special Schools/Community Resource Hubs personal care found here.</p> <p>Added: <u>COVID related illnesses during attendance at establishments</u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below as a guide to the response required:</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> 6. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided. 7. School Office phoned to request immediate collection / staff member returns home. 8. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT. 9. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room). 10. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned. <p><u>With the group/class</u></p> <ol style="list-style-type: none"> 5. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken). 6. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation. 7. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place. 8. Alternative locations are found for classes due to be in that room/area. <p><i>Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following covid-19-decontamination-in-non-healthcare-settings guidance.</i></p> <p>The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving</p> |

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| | | <p>around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.</p> <p>Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</p> <p>It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in: https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</p> <p>Cleaning and Disinfection</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes. Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures. In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p> |
| Version 3 | 17.08.2020 | <p>Removed: Please access guidance here and see detailed information below. (as hub-based information)</p> <p>Added: In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Removed: or a negative test is received.</p> <p>Added: Guidance for PE found here.</p> <p>Updated: Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> |

Added: When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#).

Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#). (Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN)

Added: Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

If area has been quarantined for 72 hours, then Enhanced cleaning applies

Added: Marking Jotters

It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.

Removed: Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.

Added: Sector Advice Card found [here](#). Please display in school to signpost to guidance.

Flowchart Added: If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate.

Removed: Only maintenance to take place during normal school hours and; Please access guidance [here](#) and see detailed information below. (updated advice added).

Benchmark information regarding numbers can be found [here](#) in guidance for the safe use of places for worship. (advice for adults attending places of worship, not children who fall under different category regarding social distancing).

Amended: Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground.

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| | | <p>Amended: Additional guidance for all staff who work with and support children and young people with additional support needs can be found here. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.</p> <p>(Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN; Document 5: ASN FAQs.)</p> |
| Version 4 | 25.08.2020 | <p>Amended Lunchtime Info: A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks. This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.</p> <p>Added: Catering Info: Catering Risk Assessment found here.</p> <p>Added: Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>Added: Instrumental Instructors Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p>Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.</p> <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p> <p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p> <p>Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.</p> <p>Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils Pupils should clean their own instruments under the guidance and instruction of the instructor Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson</p> <p>Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided) Drumsticks should not be shared</p> |

Bows should not be shared
 Each pupil should have their own copies of sheet music.
 Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson
 Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

| AHP | Working Location | Guidance |
|--|---|---|
| ASN Pupil Escorts | Transport | <ul style="list-style-type: none"> Can schools using ASN transport please provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures. |
| ASN Teacher | Base school only location | <ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff |
| ASN Peripatetic Staff & Allied Health Staff | Base school & one other location per week | <ul style="list-style-type: none"> Follow the school guidelines in their base school but must only work with 2 contacts (an individual, a group or class) in the other school. Only one school per day and must follow contact rules Whichever school a staff member works in most will be their base school. In their base school they should follow school guidance in the same way that other staff do. |
| ASN Peripatetic Staff (e.g. Relief PSA)& Allied Health Staff | Working in more than 2 schools per week & does not have a base school | <ul style="list-style-type: none"> Only work with 2 contacts (an individual, a group or class) in each school. Not more than one school per day and follow contact rules A school will need to know whether a PSA has worked in other schools within the last 7 days as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. Support Services (EAL, EPS, Sensory Support) will continue to work remotely wherever possible, with physical visits in schools being by exception for just now Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – Link here They are also exploring how we can introduce the NHS "Near Me" video consulting system to schools so that Health colleagues can offer a service whilst keeping physical visits to school to a minimum |
| Visiting Specialists | Various schools across clusters | <ul style="list-style-type: none"> Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 Undertake risk assessment for each staff member |
| Music Instructors | Various schools across clusters | <ul style="list-style-type: none"> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) Consider fortnightly visits so 1 school per day can be achieved Consider online learning using Glow or Goggle platform |

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| | | <ul style="list-style-type: none"> No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information |
| Janitorial Staff | Cluster Schools | <ul style="list-style-type: none"> Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical |
| | | |

Face Coverings – Updated guidance from 31 August 2020:

Definition of face covering found [here](#) (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Added: **Individual and Class Photos**

QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.

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| | 09.09.2020 | <p>Updated: <u>COVID related illnesses during attendance at establishments</u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart here with NHS FAQs here as a guide to the response required. Advice here for people advised to self-isolate.</p> |
| Version 5 | 23.09.20 | <p>Updated advice ref Type IIR face masks: Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. Update: Definition of face covering found here (should not be confused with PPE, including Type IIR face masks).</p> <p>Updated: Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.</p> <p>Update: 15 minutes face to face timeframe removed: Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.</p> <p>Updated: Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal</p> <p>Updated: Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken</p> <p>Updated PPE advice: SUSPECTED COVID-19 – A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask should be worn by staff.</p> <p>Added: The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated.</p> <p>Updated: Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed if able to do so - Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households. <p>Updated cleaning advice: Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible.</p> <p>Updated: Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures Added: The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning.</p> |

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| | | <p>Added: If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice</p> <p>Link to update NHS OH document: Link here for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding</p> <ul style="list-style-type: none"> Updated with link: Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – Link here <p>Updated advice available through links: Guidance for PE found here. Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Guidance for Home Economics, Science and Technologies, Art, Design and Photography found here.</p> <p>Added: Catering Risk Assessment found here.</p> <p>Updated: Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds). In addition, visors can be used at staff member's discretion.</p> <p>Updated advice for testing: Aberdeenshire Council staff can access testing advice here., with NHS advice here.</p> <p>Added: <u>COVID-19 COMMUNICATIONS PROTOCOL</u></p> <p>Please follow the steps outlined in the communications protocol in relation to suspected cases, single confirmed cases and suspected outbreaks</p> |
| Version 6 | 03.11.20 | <p>Added: Updated advice released 30.10.20 can be found here.</p> <p>Added: Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.</p> <p><u>Health and safety advice on latex gloves</u></p> <p>Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic.</p> <p>Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the guidance for the use of latex gloves must be followed before staff use the gloves.</p> <p><u>Health and safety advice on face masks</u></p> <p>All PPE identified by a risk assessment and used to protect employees from infection with COVID 19 must be worn as directed. Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers.</p> |

A 3D face bracket (an inner support for face masks) has been used by some staff to add extra comfort when wearing a mask to make it more breathable and stop glasses from fogging. These inserts must not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed

Face Coverings – Updated guidance from 31 August 2020:

A further [update](#) was published on 30 October
NHS guidance to wearing Type IIR mask in schools found [here](#).

A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks.

Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). **Face coverings** should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets)

At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.

At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);

Face coverings should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.

Pupil Support Assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of **children and young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.

In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).

Other than where schools are using ELC models and guidance in the early stage (P1-2), where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.

□ In **special schools and units**, and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day and adjusted where

Added **In Protection levels 0 – 2**, pupils with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment Enhanced measures apply to children and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

Protection Level 3 – Enhanced protective measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend.

Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - enhanced and targeted protective measures

- The current advice is that children on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.
- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Added: Support for minority ethnic children, young people and staff

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.

Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

Added: Updated guidance for PE found [here](#).

Updates on Curriculum Changes

Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.

Please Note: Where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be updated as appropriate.

Local arrangements need to be made regarding the cleaning schedule for changing areas. Changing rooms are an area of increased risk of transmission and should be avoided where possible,

Following a risk assessment, if the use of changing rooms is considered necessary, schools should ensure mitigating actions are in place. This includes ensuring that changing rooms are as well ventilated as possible, used only by small numbers at any point in time to maximise physical distancing, and that close attention is paid to cleaning surfaces after use.

If changing rooms are not used:

- consideration should be given to alternative places for storing learners' belongings, for example, assigning each learner their own space;

o young people should be encouraged to arrive at school in their PE kit on days when physical education lessons will take place and, where possible, wait until they get home to change.

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

| | Indoors | Outdoors |
|----------------|---|---|
| Primary | Children can participate in contact and non-contact activities. | Children can participate in contact and non-contact activities. |

| | Indoors | Outdoors |
|------------------|---|---|
| Secondary | Young people can participate in contact and non-contact activities. | Young people can participate in contact and non-contact activities. |

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

Practical considerations for PE in schools:

Minimising contact between individuals and groups

- As a precautionary approach schools should encourage physical distancing where possible between adults, and between children and young people, particularly in the senior phase.
- There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.
- During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.
- Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing-rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.2

□ Wherever possible, efforts should be made to keep children and young people within the same groups.

□ The teacher should have an assigned area to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or children and young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants.

□ Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#) at the Education Scotland National Improvement Hub, and [here at SSERC](#).

JOTTERS

Added: There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.

(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.

(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after

CLUBS & ACTIVITIES

The provision of activities or clubs outside the usual school timetable

The COVID-19 Advisory Sub Group on Education and Children's issues has also published [advice](#) on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the [guidance on unregulated children's services will apply](#)

STAFF ROOMS & BASES

Added: Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should be worn.

VENTILATION

Added: Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.

Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.

Fire Safety Risk Assessment should always be reviewed before any internal doors are held open

Ventilation

- partially opening doors and windows to provide ventilation while reducing draughts
- opening high level windows in preference to low level to reduce draughts
- purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)

Temperature

- providing flexibility in permissible clothing while indoors.
- designing seating plans to reflect individual student/staff temperature preferences
- adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration)

Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.

Updated guidance for ventilation can be found [here](#)

Added: If parents/carers are dropping off children, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.

Added: Car-sharing with children and young people of other households should be discouraged

Added: NHS guidance to wearing Type IIR mask in schools found [here](#).