

Updates to this document as of 11th of September 2020 are highlighted in yellow

WINGATE SCHOOL



COVID POLICY AND SCHOOL OPENING PLAN

Introduction

This policy document sets out the procedures, protocols and actions that the School will take to minimise the risk of transmission of coronavirus (COVID-19) in the school. In reopening the School, there are a number of government directives and requirements that the School must implement and adhere to in order to protect students, parents, staff and the wider community. The document will detail how the School will operate in this new context.

Purpose

The main objective of this policy document is to establish the procedures and protocols necessary for the organization of face-to-face educational activity in school, taking into account scientific evidence on COVID-19 and the need to preserve both the right to education and the right to child protection. This policy is underpinned by the document of the Ministry of Education and Professional Training, of June 22, 2020, "Measures of prevention, hygiene and health promotion against COVID-19 for educational centers in the academic year 2020-2021".

This policy will:

- Set out strategies for the implementation of the protocols, measures and procedures which support the creation and maintenance of a healthy, safe school environment
- Detail the procedures and actions for the early detection of contagion and the safe, effective management of any positive COVID-19 cases arising ensuring a coordinated response by all the parties involved

SECTION 1

STRUCTURE OF THE SCHOOL DAY

The protocols and procedures for the day to day operation of the School will concentrate on six critical control points:

1. School transport (buses)
2. Arrival at school
3. Registration
4. Teaching periods - times, arrangements for rooms, movement of students etc.
5. Break times and lunchtime - times arrangements
6. Departure from School

See appendices 1 & 2

[Appendix 1&2](#)

SECTION 2

BASIC PRINCIPLES OF PREVENTION, HYGIENE AND PROMOTION OF HEALTH AGAINST COVID-19

Following the outline of the aforementioned Ministry document and the UNICEF report on which it is based, the measures taken for the operation of the School are based on 3 basic principles:

1. Limit contact between people
2. Personal prevention including cleaning and ventilation
3. Case management

Two health professionals from the local Health Centre will be designated for all liaison with the School. They will be entrusted with managing any possible cases through coordination with the General Directorate of Public Health. Likewise, they will advise the students and staff of the School on Health Education regarding COVID-19.

The School has TWO nominated persons in School, Mr Jonathan Green and Mrs Jade Richards, who are responsible for all aspects related to COVID-19. They will, in the event of a possible case in School :

- Contact the student's or the student's family to come and collect their child
- Provide them with instructions on how to contact their pediatrician or family doctor by telephone
- Collaborate with the health services (Public Health, Primary Care Management) in identifying and monitoring any other staff/student contact in the event of confirmation of positive COVID-19 diagnosis
- Act as a link between the School and the parents or guardians of the student diagnosed with COVID-19.

Additionally, the School has formed a **COVID-19 Committee**, the membership comprises the Senior Management Team, School Bursar, representatives from the Teaching staff and ancillary staff to ensure the Schools compliance with the policy and that the whole school community is informed of its implementation.

1. LIMIT CONTACT BETWEEN PEOPLE

The school is naturally divided into three separate Sectors (departments)

a. INFANTS

b. JUNIORS

c. SENIORS

This principle will guide the organisation of spaces and the flow of people, to limit and/or reduce contact between sectors as much as possible. In this way, in the event of a case of COVID-19 or an outbreak within a sector, the possibility that it will be necessary to close the entire School may be reduced. Wherever possible the passage or exchange of people from one sector to another and/or the use of shared spaces will be minimised as much as possible.

Due to the physical layout of the school, one or more sectors may need to use the same entrances (entrance, corridors, stairs, etc.). However, wherever possible they will do so in a staggered way to avoid crowds and simultaneous passage through common areas. The movement of teachers between the three sectors will be carried out with reasonable caution and will adopt the hygiene measures.

- If it is necessary to prioritise attendance in school due to the evolution of the pandemic, the arrangements will be decided by the Senior Management Team
- If necessary, due to epidemiological evolution or lack of space, a combination of face-to-face and distance learning may need to be considered
- Wherever possible, a distance of at least 1.5 meters will be maintained between staff, students and people in the School, except in the classrooms where we are able to establish a "Bubble group". The members of a Bubble Group can work, socialise and play with each other without strictly maintaining interpersonal distance. These groups of stable coexistence should avoid interaction with other sectors in the school, limiting the number of contacts as much as possible.

In the Bubble Groups, no distance limitation criteria will be applied. Outside the bubble, students must wear masks

- The school where possible, will calculate the distance between school desks and reorganise the spaces, so that the students have a separation of 1.5 meters within the classroom. All students and staff will wear face masks.
- Outdoor spaces may be used to facilitate separation between students
- Appropriate ventilation and correct cleaning will be carried out.
- The use of masks in School will be according to the conditions established by Canarian Regulations i.e masks should be worn at all times irrespective of interpersonal distance.
- The School will specify the arrival times and the doors for entry and exit to School. Where possible these will be staggered in order to avoid crowds at the entrances and exits to the school grounds
- Where possible, the school will minimise the movement of groups of students through the school, making it easier, if possible, for teachers to go to the classroom
- Communication with families by telephone, email, messages will be facilitated. In the first days of the school year, the contact phone data of all the students and staff of the School will be updated
- Families will NOT be able to enter the school building unless the teachers or the management team consider it necessary, in which case they must always comply with prevention and hygiene measures.
- Parents and students **must not** attend school if they present any symptom compatible with COVID-19
- The capacity of the School buses will not be reduced. However the current regulations regarding preventive measures against COVID-19 will apply. The use of a mask for students over six years of age, will be mandatory on the school buses
- Where possible seating plans will be produced by the class teacher for each class.
- Information notices will be displayed outside bathrooms and non teaching rooms which specify the maximum number of occupants at one time.

2. PERSONAL PREVENTION MEASURES

a. Cleaning and Disinfection:

- Special attention will be paid to common use areas in School and the most frequent contact surfaces i.e. door handles, desks, furniture, handrails, floors, telephones
- Cleaning and disinfection measures will be extended, where appropriate, to staff work areas (e.g shared computers, keyboard, mouse and screen surfaces), rest areas, bathrooms, kitchens; all dishes, cutlery and glassware will be cleaned in the dishwasher
- During class changes and/or when the students change, cleaning, disinfection and ventilation will be carried out in all teaching rooms
- Disinfectants will be used that are authorised and registered by the Ministry of Health. In the use of these products, the manufacturer's instructions for concentration, method of application and contact time, etc will always be respected.
- Disinfectant wipes that meet this same standard will be used
- The main personal prevention measures to avoid transmission of COVID-19 and other respiratory viruses will be implemented and maintained:
 - Wash hands thoroughly and frequently, preferably with soap and water, for 40 seconds; and, if not possible, with hydroalcoholic gel for 20 seconds
 - Staff and students will be required to sanitise hands when entering and leaving classrooms, or any other activity such as breaks, before and after meals or going to the bathroom; and also after sneezing, coughing, or blowing your nose
 - Avoid touching the nose, mouth, eyes, as the hands facilitate transmission
 - Cover your nose and mouth with your elbow flexed when coughing or sneezing
 - Use disposable tissues to remove respiratory secretions and throw them away after use to a wastebasket with a bag and bin with a lid and pedal
 - Greetings between people should be without contact.

The School has published a cleaning and disinfection protocol that meets with the requirements. This protocol includes the following:

- Cleaning and disinfection at least once a day, reinforcing it in those spaces that require it due to the intensity of use, (e.g. bathrooms/toilets) where they will be at least 3 times a day
- Ventilation will be carried out in the facilities at the beginning and end of the day and between classes, whenever possible. When the weather conditions and the building allow it, windows will be kept open as long as possible
- Disposable handkerchiefs will be provided for use by staff and students for drying hands or for complying with respiratory hygiene measures. Bins with removable bags and pedal operated lids will be provided for their safe disposal
- In the event that a student or member of staff shows symptoms of COVID-19 while on the School premises, the bin or the container where they have deposited handkerchiefs or other used products in the individual use space will be isolated immediately. This bag will be removed and placed in a second, zippered garbage bag for disposal

b. Frequency:

- Cleaning and disinfection of the School facilities will be carried out at least once a day. Spaces that require more frequent cleaning (e.g. bathrooms/toilets) will be cleaned and disinfected at least 3 times a day
- Special attention will be given to common use areas and the most frequent contact surfaces such as door knobs, tables, furniture, handrails, floors, telephones, hangers, photocopiers, keyboards and computer mice
- Learning resources handled by the students will be cleaned with single use disinfectant wipes
- In addition to the daily cleaning, specific classrooms where different groups of students have attended disinfection of the tables, chairs, equipment and materials in contact with the students will be carried out using the appropriate materials at the end of each teaching period
- In the classrooms which are used by different groups, students over 14 years of age may assist the teachers with the cleaning and disinfection at the end of the class
- In addition to all of the above, all students and staff in School will have access at the entrance of each classroom, office, bathroom, to hand gel that they can use when they enter or leave the teaching room.

c. Control:

- The daily cleaning plans for the School will be displayed in a visible place
- School will ensure that the necessary materials to comply with the prevention and hygiene measures are available at all times. The cleaning and replacement of the soap, paper and hydroalcoholic gel dispensers will be the responsibility of the School cleaning personnel

3. FURTHER PREVENTATIVE ACTIONS

- The school Senior Management Team will follow the government guidelines wherever possible in organising the daily work activities of the School, staff and students
- The school will ensure that physical distance is controlled as much as possible in each of the school entrances. Floor markings and information notices will indicate the access and exit doors for each sector
- The exterior and interior doors will remain open while the students enter. School will also endeavour to ensure that the doors and windows of classrooms remain open during the day; if this is not possible, the teachers will open and close the windows and door with subsequent hand hygiene
- Families will be informed about the arrival time and the entry and exit areas, in order to avoid crowds at the entrances. Parents will not be allowed to enter school (except parents of Nursery children for the first two days only)

Reorganization of the spaces and activities in School:

- The arrangement of the classrooms and the ratio of students per classroom will be determined by the school, so that the minimum distance between work spaces will be at least 1.5 metres. This means that the capacity of the classrooms will be dependent on the size of the room
- **The minimum safety distance between the students of different groups will be respected**
- The school will endeavour to accommodate all students as comfortably as possible, the Senior Team will, if necessary, consider the possibility of redefining the use of spaces such as specific classrooms. The school will encourage outdoor activities where practical using the patio areas. In addition, to support the limitation of contact between groups, the school may consider creating smaller classrooms within larger spaces (e.g. in the Hall). These are permitted as long as they allow adequate ventilation and cleaning
- Students will be urged to provide and use their own work material, therefore reducing as much as possible the exchange between students. ALL students age 6 and over will be expected to have a supply of suitable **plain** face masks whilst in school
- Students will eat lunch either in their classroom or in a designated area where social distancing can be observed
- At the end of classes and before the start of the dining activity in the classroom, ALL students will be required to visit the bathrooms to wash their hands whilst the cleaning and disinfecting of tables and chairs used by diners will take place
- During the service in the classroom, the use of gloves by the Catering service personnel will be mandatory, changing these as many times as necessary for hygiene reasons

Play and playground management:

- Break times may be reduced and staggered depending on the specific needs of the children
- The school will ensure that the safety distance is respected on students returning to the classroom
- The circulation of groups entering and leaving will be organised in such a way that the safety distances are respected and the circulation in corridors and stairs in two directions is avoided
- Staff surveillance at break and lunchtime will be increased and reinforced
- Benches, furniture, games will be properly cleaned and disinfected before and after use
- If the weather conditions do not allow access to the outside areas the students will remain in their classroom under the supervision of the last teacher they have been with
- The school will ensure that the necessary materials to comply with the prevention and hygiene measures are available at all times. The cleaning and replacement of the soap, paper and hydroalcoholic gel dispensers will be the responsibility of the school cleaning personnel

4. CASE MANAGEMENT

Students:

- Parents or legal guardians **MUST** alert the School if anyone in their home has been diagnosed with COVID-19 and comply with the prescribed isolation and quarantine measures, which includes **not** attending school
- Students who present health conditions that make them more vulnerable to COVID-19 i.e. cardiovascular diseases, diabetes, immunosuppression, chronic lung diseases, high blood pressure among others, will be able to attend School as long as their clinical situation allows and the protection measures are rigorously maintained
- The school will continue to operate strict measures to control and manage absenteeism of students. This will be reinforced regularly by class teachers

If at any time a student presents COVID-19 symptoms and has a temperature of 38°C or above whilst on School premises, the following actions will be carried out by the nominated COVID personnel:

- The affected person will be located in a separate and well ventilated space, previously determined, for individual use (isolation room); equipped with a bin with a bag which has a pedal-

operated lid, disposable tissues and a hydro-alcoholic gel dispenser. In this room there will be surgical masks for the affected students, as well as a surgical mask and face shield for the person in charge of their care

- A surgical mask will be placed on the affected person or the affected person (over 3 years old) and the person (only one person) who is responsible for their care must protect themselves with a surgical mask, face shield, disposable apron and gloves.
- Members of School staff will be required to put on a surgical mask, to enter the isolation room. Should a person present symptoms of severity or respiratory distress, 112 will be called
- One of the designated COVID-19 leaders in school will contact the health professionals at the local designated Health Centre (**tel. 822 171669 or 822 171670**) to determine and coordinate the actions required
- The health professional evaluating the case MAY insist that the family of the student be contacted to agree to their collection from School; the family will be instructed to take their child home, where they must remain isolated. Likewise, if the professional or health professional evaluating the case thinks it necessary, the family will be instructed to contact their paediatrician or family doctor by telephone for testing and evaluation of the suspected case and appropriate treatment
- The isolation room will be thoroughly cleaned and disinfected once the student has left it
- If the case is confirmed, the General Directorate of Public Health will assess in each case the actions to be carried out with the rest of the students, teachers and non-teaching staff who have had contact with the affected person
- The investigation of the case will assess the risks and recommend precautions and agree actions to be taken. Any decisions on containment measures in the event of an outbreak or case will be made by the General Directorate of Public Health

Staff:

- Members of Staff in isolation due to a diagnosis by COVID-19, or who are in a quarantine period due to having close contact with someone with symptoms or diagnosed with COVID-19 may not return to their job until the end of the two week isolation period
- Should the School receive confirmation of a positive case within the school staff, the General Directorate of Public Health, in collaboration with the corresponding organisations and Occupational Risk Prevention Service, will contact the School to complete the investigation of the case and their close contacts within the school, assess the risks, as well as recommend precautions and determine the actions to be carried out
- Staff members considered vulnerable to COVID-19 (for example, people with high blood pressure, cardiovascular disease, diabetes, chronic lung diseases, cancer or immunosuppression) may return to work, provided their clinical condition is controlled and allowed, and rigorous protection measures are maintained. In case of doubt, the health service of the Occupational Risk Prevention Service must evaluate the existence of workers especially sensitive to infection by COVID-19 and issue a report on the necessary prevention, adaptation and protection measures, following the provisions in the Action Procedure for occupational risk prevention services against exposure to COVID-19
- The staff member will be informed and trained on the risks of contagion and spread of COVID-19, with special attention to the transmission routes and the prevention and protection measures adopted in the school
- The name, telephone number, address and other contact information of the Health Service of the Occupational Risk Prevention Service assigned to them will be provided to the member of staff

In general, depending on the nature of teaching activities in school as well as the incidence and prevalence of COVID-19 amongst the child population, the risks to teachers will be considered similar to community risk and, therefore, be classified as risk level 1 (NR1).

If a staff member attends to a possible case and begins to develop symptoms compatible with COVID-19, they will be classified as risk level 2 (NR2).

CONTINGENCY PLAN

If there is a positive case confirmed in School the following contingencies will take effect.

- An information system has been established that permits the General Directorate of Public Health to easily identify those who have been in contact with the student
- This system will permit the contact details of those in close contact with the affected student to be accessed immediately. If the COVID-19 test of a student is confirmed as positive, the contact from the school (i.e. the person in charge or the COVID manager) will provide lists of the following:
 - Students in the same case group/form/bubble group with their contact details
 - Teachers/TA's who have been in contact with the case student in recent days (including cover/temporary staff) and their contact details
 - students who have shared school transport with the case, with their contact details
 - students who have shared a school dining area with the case, with their contact details
 - students who have, with the case, attended extracurricular activities organised by the School, with their contact details

These lists will be updated regularly to facilitate their rapid transfer to Public Health.

Mr Colin Macrae
Head of Wingate School
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This document will be kept under constant review