



## Education Restart Policy – Coronavirus (COVID-19)

### Introduction

This document describes the school's Education Restart Policy – Coronavirus (COVID-19). This is endorsed by the Board of Governors, used by all staff, both teaching and non-teaching and is available on request, to parents and Department of Education Inspectorate. This policy was devised by the Principal and staff and will be monitored and reviewed initially on an ongoing basis and then reviewed on an annual basis.

### Rationale

Trinity Nursery School recognises the need to continue to protect pupils, staff and others from risk to their health and safety. Getting the school environment ready for returning to school includes the measures we are actively taking to mitigate the spread of Coronavirus.

All those within the Trinity community (ie. pupils, parents, carers, staff, Governors and visitors to the school) are requested to follow the policy and procedures diligently, to sustain a healthy and safe environment in these unique times. We all should respond responsibly and transparently to these health precautions. We assure you that we will treat your private health and personal data with confidentiality and sensitivity.

This policy will be in constant review in light of additional Government, DE and EA guidelines.

### Aim of the Policy

The aim of the policy is to outline the required procedures that should be taken to ensure that everyone within the Trinity community is protected from any Coronavirus infection.

### What is Coronavirus (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

### Symptoms of COVID-19

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

### Risk Assessments

Trinity will assess and manage the risks of COVID-19, looking at the risks pupils, staff and others face and doing everything reasonably practical to minimise them, recognising we cannot, at this stage, completely eliminate the risk of COVID-19.

Trinity will ensure that the risk assessments address the risks of COVID-19, using best practice guidance to inform any decisions and control measures.

The following risk assessments will be completed and kept under review

- Spread of Coronavirus
- Arriving at school
- Circulating in the school building
- Suspected or confirmed case of COVID-19 in school
- Staff shortages due to COVID-19
- Pupil contact
- Cleaning of surfaces, resources and equipment
- Risk of fire and building evacuation procedures
- Provision of first aid and intimate care
- Afternoon departure of pupils and staff

### Staff returning to work

Any member of staff who falls into the high risk, vulnerable category or any staff member, who has been strongly advised not to work outside the home, will continue to work from home until Government guidelines are relaxed (see Education Restart Guidance on supporting staff to return to school).

If any member of staff has symptoms such as shortness of breath, fever, cough or loss of taste or smell, we ask that you continue to work from home, or if you are working in Trinity and get these symptoms, we ask that you leave work immediately, contact your Doctor or use the 111 Coronavirus telephone support service of the 111 online coronavirus service to find out what to do and isolate yourself at home.

### Social distancing within Trinity

Trinity will maintain adult social distancing of at least 1 metre wherever possible, including while arriving at and departing from school and while in school.

Current guidance suggests that young children cannot be expected to adhere to social distancing (and is in fact detrimental to their wellbeing). The children should however, be encouraged to remain within their social "bubble" and avoid excessive contact with their designated adult.

To reduce transmission of COVID-19, meetings with parents and others will adhere to social distancing and where possible meetings will either take place outdoors or take the form of a telephone conversation.

Internally, staff should be mindful of avoiding transmission during meetings eg. avoiding sharing of pens, iPads, etc. Cleaning/sanitising materials will be provided in all areas and where possible meetings will be held outdoors or in well ventilated rooms.

Staff must maintain social distancing whilst using common areas eg. Parents Room, offices or bathroom.

In an emergency eg. an accident or fire, staff are not expected to stay 1+ metres apart as it would be unsafe or endanger life.

### Managing Visitors or Contractors

Trinity's objectives will be to minimise the number of unnecessary visits to the school.

Parents, following the initial settling in period, will be discouraged from entering the building and should closely follow procedures for arrival and pick up. Parents meetings with staff should take place outdoors if possible or social distancing in a well ventilated area. Staff may also contact parents by telephone to discuss child related issues.

Where visits to Trinity are required eg. repairs or maintenance, guidance on social distancing and hygiene should be explained to visitors on or before arrival, limiting the number of visitors at any one time.

Revising visitor arrangements to ensure social distancing and hygiene eg. where a visitor physically signs in when visiting the office, should use their own pen.

### Cleaning

Trinity's objective is to make sure that when staff return to work, the school is clean and ready. A deep clean was undertaken at the end of June 2020 by the Building Supervisor and the school will undergo a further deep clean in mid August prior to staff returning to work.

Staff must ensure that the workplace, equipment and resources are clean and hygienic using the cleaning products provided.

Equipment, resources, surfaces (eg. photocopiers, desks and tables) and objects (eg. telephones, keyboards) need to be wiped with disinfectant regularly ensuring that materials used are disposed in the bins provided, while removing waste and belongings from their work area at the end of each day.

**Why?** Because contamination on surfaces touched by staff is one of the main ways that COVID-19 spreads.

Hand sanitisers and cleaning products will be provided in locations throughout Trinity in addition to bathrooms.

The following general hygiene rules will apply to staff:

- Wash your hands on arrival at school
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand washing rule). Also, use the sanitisers you will find throughout the nursery.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue (which will be provided), discard it properly and clean/sanitise your hands immediately.)
- If possible, open windows to ensure open ventilation.
- Avoid touching your face, particular eyes, nose and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your colleagues and take extra precautionary measures.

**Why?** Because washing kills the virus on your hands and prevents the spread of COVID-19.

Staff must be vigilant when handling deliveries and other materials that arrive into school. Gloves must be worn and all items cleaned.

#### Personal Protective Equipment (PPE) and face coverings

PPE protects any user against health and safety risks at work. If any member of staff feels that they need to have PPE eg. gloves or mask, then they should request this from the Principal.

It is important to know that the evidence of the benefit of using a face covering to protect oneself from the virus is weak and the effect is likely to be small, however, if staff feel that they need a mask then the school will provide one to reduce any change of transmission. It is important to use face coverings properly and wash your hands before putting them on or taking them off.

Additional precautions should be taken where intimate care is involved. Disposable masks, gloves and aprons should be used and bathrooms should be well ventilated. This is particularly important in the case of Special Needs Children who require nappy changing. Procedures will be in line with guidance from the Department of Education and the Education Authority and will be agreed with the child's parents.

The guidance and procedures contained within this policy will be subject to ongoing review. Government, Department of Education and Education Authority Advice will be adhered to and changes to the policy adopted as a result. The Board of Governors will continue to monitor closely the impact of COVID-19 on the Nursery and in cooperation with the staff will make any required changes to policy or procedure, including closure of the school if this is deemed necessary.

The aims and principles of the Education Restart Policy – Coronavirus (COVID-19) for Trinity Nursery School have been agreed by the staff and endorsed by the Board of Governors. This policy will be reviewed and updated in light of changing guidance and legislation.