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1. **Introduction**
   1. Spires Integrated Primary School recognises the importance of preventing the spread of Coronavirus for staff and children through the implementation of controls which reduce the transmission and spread of infection.
   2. There is a worldwide outbreak of a Coronavirus. This policy covers the Coronavirus and requires cooperation from parents, staff and management in its implementation.
   3. The aims of this policy are in line with the advice from the Public Health Agency (PHA) (<https://www.publichealth.hscni.net/>)
   4. This is a very fluid situation and this advice can be updated on a regular basis.
   5. This is also an extremely unusual situation and this policy should be treated as an emergency response to the ongoing events.
2. **Aims**
   1. To promote and maintain the health of children and staff through the control of infectious illnesses.
   2. To recognise the importance of maintaining good health and hygiene in the event of the current widespread event such as COVID-19 (Coronavirus)
   3. To have a clear procedure in place for the current COVID-19 outbreak
3. **Actions**
   1. This policy is available for parents, staff and all stakeholders
   2. Parents are kept up to date with regular information from official advice (COVID-19 Advice: <https://www.publichealth.hscni.net/news/covid-19-coronavirus>)
   3. School constantly refers to advice for educational settings (COVID-19 Advice: <https://www.publichealth.hscni.net/sites/default/files/2020-03/Guidance%20for%20schools_0.pdf>)
   4. Each washing area will have soap available.
   5. Lessons on good hygiene are taught throughout the school using CCEA units as well as Public Health England (PHE) [resources](https://campaignresources.phe.gov.uk/schools). There are also a variety of washing and hygiene apps available to support improved hygiene practice at home, for example, [Ella’s Hand Washing Adventure](https://www.tork.co.uk/about/whats-new/kids)
   6. A clear, three-stage plan is developed, updated and implemented in accordance with regular PHA advice
4. **Information**
   1. There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

• washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport

• covering your cough or sneeze with a tissue, then throwing the tissue in a bin.

• people who feel unwell should stay at home and should not attend work or any education or early years/youth setting

* avoiding close physical contact such as hand shaking and hugs, etc.

• children, pupils, students, staff and visitors should wash their hands;

* before leaving home
* on arrival at school
* after using the toilet
* after breaks and sporting activities
* before food preparation
* before eating any food, including snacks
* before leaving school

• use an alcohol-based hand sanitiser that contains at least 60% alcohol

if soap and water are not available

• avoid touching your eyes, nose, and mouth with unwashed hands

• avoid close contact with people who are unwell

• clean and disinfect frequently touched objects and surfaces

* 1. Coronaviruses are a large family of viruses that are common across the world. These viruses can cause mild symptoms ranging from a mild fever, shortness of breath and cough to more serious conditions such as severe pneumonia and breathing difficulties.
  2. The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.
  3. Common signs of infection include respiratory symptoms i.e. cough, shortness of breath and breathing difficulties, fever.
  4. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

1. **Reducing Risks**
   1. Staff and pupils will wash hands regularly with soap and water. Children will be given opportunities to wash hands in line with recommended guidelines for frequency. There will be paper towels / roll available for drying.
   2. Children will be taught about coughing / sneezing etiquette i.e. cough into their flexed bent elbow.
   3. Children will be taught to cover their mouth and nose with a tissue and practice this.
   4. Children will be taught to throw the used tissue away into a bin and wash their hands.
   5. Tissues will be available and children will be encouraged to ‘catch it, bin it, kill it’. Bins will be disposed of at the end of each day in the waste.
   6. **We ask parents not to send children in if they have cold or flu symptoms**.
2. **Exclusion and Self-Isolation Parents and Pupils**

6.1 **Advice**

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| **Advice for Parents of Children within our school**  **If within the last 14 days**  ● **The child or any member of the family** **has been in** **any affected areas globally in the last 14 days**  **OR**  ● has been in contact with a person diagnosed with coronavirus  **OR**  ● has attended a healthcare facility where patients with coronavirus are being treated  **AND**  **Where the child or family members are well and have no acute respiratory symptoms follow the advice below.** |
| 1. You (parent or guardian) are asked to phone your local GP or NHS 111 for advice 2. Stay at home until parent/guardian has received advice. |

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| **Advice for staff/Adults working within our school**  **If within the last 14 days**  ● **The staff member or member of their family** **has been in** **any affected areas globally in the last 14 days**  **OR**  ● has been in contact with a person diagnosed with coronavirus  **OR**  ● has attended a healthcare facility where patients with coronavirus are being treated  **AND**  **Where the staff member or family members are well and have no acute respiratory symptoms follow the advice below.** |
| 1. They are asked to phone their local GP or NHS 111 for advice 2. Stay at home until they have received advice. |

1. **Health and Wellbeing of the school community**
   1. If we have any concerns regarding the health of a child or a staff-member we may request a letter from their medical advisor to confirm that they are well and do not require exclusion from school.
   2. If members of staff have no symptoms of COVID-19, the school does not need to take measures in the workplace. There is no need for them to stay off work or to remain separate from other people.
   3. As the situation is changing on an on-going basis that the school reserves the right to exclude anyone that they feel may compromise the health and wellbeing of children and staff in the school.

# Appendix 1 – COVID-19 Three Stage Action Plan

## Stage 1

Follow current advice regarding hygiene / hand-washing

Curriculum adaptions – shortening the sessions to take account of the need for good hygiene

Restrict the sharing of resources without being wiped down or cleansed

Information posters up to encourage hygiene awareness

Teachers to begin preparation – to take account of the possible school shutdown / students having to self-isolate

Extra cleaning from cleaners regarding ability to deep clean – list of local companies that can be contacted on an ‘emergency’ basis (TBC)

Preparations put together to inform parents of the process for accessing resources should self-isolation be required, or school is shut down

Discourage the congregation of external people in the hallways/walkways by asking parents and carers to go straight to classroom block for collection and not to wait around in the school premises between 2:00pm and 3:00pm

Doors to be kept open, where possible, to minimise contact with transferrable surfaces

Minimise transfer of paper – if possible, all correspondence to be completed online

The school, in conjunction with the catering team, to draw up list of alternative people who might be able to support in the kitchen if members of staff are unavailable

## Stage 2

If a student / member of staff comes into contact with case / or family member having travelled from a [category 1 specified areas](https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk)

Student – if well

* If well – family to contact GP / 111 and seek advice
* Family to inform school of advice – to be logged on school systems (SIMS)
* School **may** require written confirmation of ability to attend school from medical practitioner if returning to school (appropriate to situation)

Student – if unwell

* Family to follow self-isolation advice from PHA
* School to follow PHA advice regarding unwell children in school
* School to log date of self-isolation
* School to arrange for deep clean of affected areas – this may involve a closure

Staff – if well

* If well – contact GP / 111 and seek advice
* Inform school of advice
* If asked to self-isolate: Teachers will be able to work remotely on professional tasks / work

Staff – if unwell

* Follow self-isolation advice from GP / 111
* School to follow PHA advice regarding unwell members of staff
* School to log date of self-isolation
* School to arrange for deep clean of affected areas – this may involve a closure

Cover staff will be arranged for teachers using NISTR service.

There cannot be the same guarantee for Non-Teaching staff – such as classroom assistants.

## Stage 3

Outbreak / Directed School Closure

* All information will be passed directly through the school text messaging system and on our website
* Any supplementary information can be directed trough social media channels – as appropriate
* Principal to keep in contact with Chair and / or Vice-Chair of Governors to maintain line management
* Procedures for closing to be in line with DE recommended policy
* Appropriate online and offline activities / learning to be given from teachers as well as copies of work sent home
* Professional duties to be continued – as possible through self-isolation
* Teachers to ensure that devices are taken home along with chargers / power supplies (as appropriate)
* School to act in accordance with direction from PHA – including deep clean of premises, if required