

Richmond Avenue - Covid Risk Assessment (January 2022)



DfE Guidance, Dec 2021: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

[Schools COVID-19 operational guidance January 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/schools-covid-19-operational-guidance-january-2022.pdf) (operational guidance, updated Jan 2022)

Contingency framework guidance, 15.12.2021: [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/managing-coronavirus-covid-19-in-education-and-childcare-settings)

Plan B guidance: [COVID-19 Response: Autumn and Winter Plan 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-response-autumn-and-winter-plan-2021)

Public Health Guidance to Minimise Risks:

Prevention:			
Area / Aspect	Action	Notes	Actions / Other control Measures needed
Full Reopening Risk Assessment	You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.		<p>This is the Risk assessment for the full opening of Richmond Avenue School from 1st September 2021</p> <p>Risk Assessments will be shared with staff and there will be an opportunity to discuss the information provided prior to the Autumn term – and ongoing as updated.</p> <p>This Risk Assessment and guidance is subject to change following any amendments to the Government guidance on COVID (which will also relate to the schools Outbreak Management Plan related to Covid level rises)</p>
Mixing and 'bubbles'	<p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of</p>		<p>Organisation of the school, including timetables for playtimes, lunchtimes, use of different rooms etc will no longer include arrangements via bubbles.</p> <p>Pupils from different classes and year groups will be allowed to mix both within the building and on the outside school areas.</p> <p>November – If positive cases continue to rise and 'Stage 2' is reached, then consideration will be taken in how to lower the interactions and mixing of different year groups throughout the school day, including at playtimes and lunchtimes.</p> <p>Assemblies will move to being conducted via TEAMS and reviews will be undertaken regarding the level of mixing of different year groups at other times of the day.</p>

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	the detrimental impact they can have on the delivery of education.		
Contact Tracing	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>		The school will work with NHS Test & Trace when requested at an SLT level.
Isolation	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial <p>they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should</p>		<p>Pupils in the school will not be required to isolate unless they test positive.</p> <p>The school will encourage the use of testing as per the latest government guidance.</p> <p>The need for isolation of school staff will depend on vaccination status:</p> <p>If fully vaccinated</p> <ul style="list-style-type: none"> - no need to isolate unless they test positive - If close contact, to take an LFD / PCR test as soon as identified - Continue to attend work as normal if negative <p>If not fully vaccinated</p> <ul style="list-style-type: none"> - Isolate for 10 days if identified as a close contact - Take a LFD /PCR test as soon as identified if directed by track & trace

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	<p>continue to attend school as normal. They do not need to wear a face covering within the school</p>		<ul style="list-style-type: none"> - Not attend work for 10 days from the contact / positive test - Or, LFD test daily before coming into work. <p>If close contact of positive case (Jan 2022)</p> <ul style="list-style-type: none"> - Daily LFD tests to be taken for 5 days following close contact - PCR test to be taken <p>If testing positive</p> <ul style="list-style-type: none"> - Individuals must isolate for at least 10 days - If they test LFD negative on day five and 6, they may end isolation on day 6
<p>Face Coverings</p>	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. If you have a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p> <p><u>November 28th 2021</u> From tomorrow (Monday 29 November), we are strongly advising that face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt.</p> <p><u>8th December 2021</u> Face coverings should be worn by pupils and students in year 7 and above (which would be children who were aged 11 on 31 August 2021), staff and visitors in communal areas, unless exempt. This is a temporary measure. Pupils and students in year 7 and above in these settings must also wear a face</p>		<p>If there is a symptomatic pupil, staff may wear face coverings whilst supporting this pupil until they are collected from site. Masks will be available in the Triage room for this purpose.</p> <p>January – Face coverings to be worn by all staff and visitors in communal areas and where moving around the school site. Staff on gates at start / end of day to wear face coverings.</p>

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	<p>covering when travelling on public transport and should wear it on dedicated transport to and from school, college, or higher education provider.</p> <p>Wear a face covering in crowded settings where you come into contact with people you do not normally meet.</p>		
<p>Contingency Plans</p>	<p>You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>		<p>See Outbreak Management Plan</p> <p>If numbers hit critical levels (either of absences / covid cases, meaning Threshold level 2 or 3 is reached) temporary measures may be reintroduced including:</p> <ul style="list-style-type: none"> • Reintroduce year group bubbles • No face-to-face assemblies • Reduce mixing of year groups at playtimes and lunchtimes • Suspend external visitors coming onto school site • Suspend parents / carers coming into the school building – revert to phone / email rather than face to face at the office • Reintroduction of staff wearing masks at start / end of day when interacting with parents and carers • If staffing levels are limited, consider remote learning for specific year groups. (short term) to allow circuit-break in transmission and adapted use of staff for those that remain in the setting.

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Ongoing Control Measures:

Area / Aspect	Information	Notes	Actions / Other control Measures needed
Ensure good hygiene for everyone – Hand hygiene	Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.	The e-bug website contains teaching resources to support	Hand washing facilities in every class including liquid soap and paper towels Supplies in each class to be monitored and replenished as needed Sanitiser available in and around the school site Revision lessons will be delivered for pupils on hand washing, including rhymes and actions to support the wellbeing and hygiene across the school Continued display of posters to remind pupils and staff of rigorous hand washing hygiene
Ensure good hygiene for everyone – Respiratory hygiene	The 'catch it, bin it, kill it' approach continues to be very important.	The e-bug website contains teaching resources to support	'Catch it, bin it, kill it' will be taught in all classes across the school at the start of term There will be hygiene posters around the site, focusing on hand washing and use of bins There will be bins with lids that are emptied regularly around the school. Younger pupils (particularly EYFS) to be given additional support and teaching on expectations and managing hygiene in school
Ensure good hygiene for everyone – Use of PPE	Most staff in schools will not require PPE beyond what they would normally need for their work		If there is a symptomatic pupil, staff may wear PPE / face coverings whilst supporting this pupil until they are collected from site. PPE will be available in the Triage room for this purpose.
Maintain Appropriate Cleaning regimes			High contact areas (doors / balustrades / toilet doors etc.) will have additional cleans during the school day when needed Toilets will be cleaned regularly

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			<p>Cleaning schedule plan to be in place to ensure additional monitoring of areas and levels of resources (eg. Soap, sanitiser, hand towels, toilet rolls)</p> <p>Signs to remind staff and pupils of good hand hygiene will be displayed in toilet areas</p> <p>Duty staff at playtimes and lunchtimes will ensure children only use the toilet one pupil at a time</p> <p>Windows will be opened daily and external doors open where appropriate (unless a safeguarding risk in which case internal doors and external windows will be opened)</p>
<p>Keep occupiers spaces well ventilated</p>	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>		<p>External and internal windows and doors will be kept open when spaces are occupied, when safety permits.</p> <p>Classroom external windows will be opened before children enter the site each day.</p> <p>CO2 monitors in every classroom, monitored regularly to ensure levels stay in 'safe zone' (under 1500), If levels go above 1000, staff reminded to open more doors / windows for ventilation</p>

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Covid-19 Symptoms, Testing & Managing cases

Area / Aspect	Information	Notes	Actions / Other control Measures needed
Covid19 Symptoms	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary</p>		<p>Any staff with symptom should not attend site, self-isolate and arrange a PCR test. If negative results, they may return to work.</p> <p>Any pupils developing C-19 symptoms will be sent home and parents advised to arrange a PCR test. Whilst waiting for collection, pupils will be monitored / supported in the Triage room, where external windows will be open. Pupils may return to site if PCR test is negative / following advice of public health.</p> <p>November – Staff and pupils encouraged to LFD test at least three times weekly due to rising cases and low attendance figures due to illness.</p>
Admission of symptomatic pupils	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> <p>Jan 2022 – All parents are advised to continue with the routine twice weekly asymptomatic Lateral Flow Device COVID-19 testing of those aged 5 and above in the household</p>		<p>The school reserves the right to refuse on site attendance for a pupil if, following an SLT review / risk assessment it is deemed necessary to protect others from Covid-19 infection (e.g. if symptomatic and no PCR test has been taken)</p> <p>December – ALL close contacts of a positive case should get a PCR test (if over 5yrs). Children who are close contacts with no symptoms can still come to school but should take daily LFD tests before school each day.</p>

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<p>Asymptomatic testing</p>	<p>Testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</p>		<p>Staff will be encouraged to continue twice weekly testing at home until advice changes. These tests will be provided to them by the school and taken on Sunday and Wednesday evenings.</p> <p>January 2022 - Staff are advised to test twice weekly and report their results both to school and the covid testing site. https://www.gov.uk/log-test-site-covid19-results</p>
<p>PCR testing</p>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19 (if they have symptoms). Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>		<p>If any staff or pupils test positive on a LFD test, they should self-isolate and not come onto site until a follow up PCR test has been taken (if symptomatic) and either</p> <ul style="list-style-type: none"> i) a negative result is obtained ii) a 5 full day isolation period following a positive result (if they test LFD negative on day 5 and 6) iii) the individual is displaying no Covid-19 symptoms. <p>The results of the PCR should be reported to the school to ensure effective safeguarding processes can be followed and learning support offered to the children whilst at home if well enough.</p>

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Attendance

Area / Aspect	Information	Notes	Actions / Other control Measures needed
Attending school if CEV	All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend		All pupils should be attending school as normal. If there are any formerly identified CEV children whose families believe they should not be attending site, medical evidence in regards to this exemption will need to be provided to the school.
Attendance Codes	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).		The school will use the appropriate attendance codes in relation to Covid If a child is off, unwell with covid symptoms, they are classed as 'I' as unwell. Notes will be added to absences on registers when PCR / LFD results are confirmed for individuals.

Learning During Covid

Area / Aspect	Information	Notes	Actions / Other control Measures needed
Remote Education	Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. You should maintain your capacity to deliver high-quality remote education for the next academic year, including for	Full expectations for remote education, support and resources can be found on the get help with remote education service .	Remote learning plans will reflect the in-school learning taking place for those that must isolate. Learning will be delivered via the TEAMS platform and include a range of teaching approaches including Oak Academy, BBC lessons and pre-recorded teacher lessons relevant to that pupil's stage of learning. November – If any year groups revert to remote learning plans, the TEAMS platform will be used as per in the last lockdown. Daily lessons and plans will be uploaded for children to access and completed work will be submitted through teams. Lessons will include a range of teacher

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	<p>pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. The remote education provided should be equivalent in length to the core teaching pupils would receive in school. You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p>		<p>recorded inputs alongside Oak academy / BBC bitesize where appropriate.</p> <p>January 2022 – Day 1 plans are in place for all year groups in case of short notice remote learning of any given year group. In the cases of individual Covid absences, where the pupil is well enough to learn but isolating, remote learning plans have been created that can be emailed to families. These include coverage of the core subjects as well as the wider curriculum through Oak / BBC / Youtube lessons.</p>
Education recovery	<p>There are a number of programmes and activities to support pupils to make up education missed as a result of the pandemic. Further information is available on education recovery support.</p>		<p>The focus of learning will continue to be on basic English / Maths skills, reviewing and filling gaps in knowledge and skills and ensuring key content is covered. We will also be implementing a re-written curriculum across the school, ensuring a broad and balanced curriculum offer.</p> <p>There will continue to be a heavy focus on mental health and wellbeing – but through a range of topics / subjects.</p> <p>Assessments will involve a mixture of ongoing formative assessment combined with summative assessment tests where appropriate of the prior academic years expectations for learning.</p> <p>Following gap analysis of pupils, targeted additional support e.g. tutoring / additional interventions to be utilised where appropriate.</p>
Pupil wellbeing & Support	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools</p>		<p>Wellbeing focus in curriculum Daily / weekly (as appropriate) ‘circle times’ in all classes Focused 1:1 learning mentor work with identified pupils. Worry boxes in all classrooms and LM rooms.</p>

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			The MindEd resources can be used by teachers to support https://www.minded.org.uk/
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Other Information

Area / Aspect	Information	Notes	Actions / Other control Measures needed
School Workforce	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>		All staff should be attending school as normal. If there are individual staff with specific needs or concerns, individual meetings will take place and Individual Risk Assessments of staff will take place if appropriate, in line with government and DfE advice.
School Meals	You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.		Plans are in place with the catering team on site, that if pupils, who are FSM, have to isolate then weekly food parcels / vouchers can be created to allow daily lunch provision. In line with guidance, these will contain food items not pre-prepared meals

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Educational Visits	You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.		Any educational visits / trips will be fully risk-assessed to ensure they are Covid safe before being agreed / taking place. November – If Threshold level 2 / 3 are reached (from new PH advice) then all trips and visits, including those for any sporting events, will be postponed in the short term.
OFSTED Inspections	For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.		The school will continue to prepare for an Ofsted Inspection as per the inspection program for schools.
Accountability	We will not publish data based on exam and assessment results from summer 2021 in performance tables and you will not be held to account for this data. We will publish Key Stage 4 and 16 to 18 subject entries and destinations data at school and college level in performance tables in autumn 2021. We will confirm the position on accountability for the academic year 2021 to 2022 in due course.		There is no published accountability data for the school for 2020-2021 academic year. In school assessments and data analysis will be used to inform targets and next steps for pupil progress.

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Level Two Control Measures – additional advice from SBC – December 2021

Area of support	Additional Measure	Support / resources	Impact of additional measure
On site transmission of Covid by staff	Reintroduction of additional measures to reduce transmission opportunities between staff <ul style="list-style-type: none"> • Face Coverings to be worn by staff / adults in all communal areas • Restrictions on numbers in communal areas (e.g PPA / Staff room) to be reinstated to promote social distancing • Social distancing signs to be placed around school • Staff requested to take LFD tests three times weekly and report all results to school and government • Staff to wear masks at start/ end of day when seeing children in and out of site • 	Signs and posters for around site Emails to staff / discussions in meetings	Airborne transmission of covid reduced
On site transmission of Covid by pupil	Reintroduction of some additional measures to reduce transmission opportunities between pupils <ul style="list-style-type: none"> • No face to face assemblies in mixed year groups / phases <i>(to be led virtually, via teams into classrooms)</i> • No whole school assembly face to face <i>(to be led virtually, via teams into classrooms)</i> • No mixed class singing sessions in same place <i>Singing can take place outside, if children are suitably spread out and face one direction</i> • Limit interactions of different year groups together during the school day <i>(playtimes and</i> 	Contact club providers if mixed year groups Notify parents / carers of changes to club Letters out via web / app / paper	Airborne transmission of covid reduced

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	<p><i>lunchtimes to be split between playground, field and pen, to minimise interactions)</i></p> <ul style="list-style-type: none"> Any mixed year group before or after school clubs suspended in the short term 		
<p>Visitors for events</p>	<p>All events where visitors were planned to be within the building on site are cancelled / postponed / adapted, including (but not limited to)</p> <ul style="list-style-type: none"> Christmas decoration afternoon (1/12) Christmas Light switch on (1/12) - outside Christmas Fayre (3/12) - outside Choir singing at St Andrew's church (5/12) – outside Christmas Productions (wb 13/12) Monday 13th – EYFS am / Year 5&6 PM Wednesday 15th – KS1 am / EYFS pm Thursday 16th – 3&4 am / KS1 pm Friday 17th - Year 5&6 am Whole school end of year assembly (17/12) Sporting events that involve travelling to other sites or having visitors on site <p>Events may still take place with mitigations, such as Christmas performances to parents taking place outside if the following is followed:</p> <ul style="list-style-type: none"> Numbers of visitors are limited Visitors (audience and observers) are requested to wear face coverings Visitors are requested to have taken a negative LFD test within the last 48 hours of event 	<p>Letters to parents to be shared: On paper Via App Via website</p>	<p>No additional opportunities to increase covid transmission between staff / parents / children / stakeholders</p>

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	<ul style="list-style-type: none"> • Enhanced hygiene measures are put into place (e.g. hand sanitiser, additional cleaning, reduced mixing where possible) • No attendance on site of any positive cases or symptomatic individuals <p>Social distancing signs to be put up inside and outside buildings around site, to encourage visitors / staff to be mindful of interactions when cases are raised</p>		
<p>Support visitors on site</p>	<p>Only essential visitors to be allowed on site, meetings to take place online / virtually to replace face to face.</p> <ul style="list-style-type: none"> • Postpone external visitors for assemblies • Rearrange meetings / external agency visits to virtual where possible <p>If essential visitors (e.g emergency social work etc.)</p> <ul style="list-style-type: none"> • Visitor MUST show evidence of negative Covid test • Visitors must wear face covering at all times on site • If meeting 1:1 child, must be in well ventilated room that is cleaned between children's use <p>External support teachers</p> <ul style="list-style-type: none"> • May continue if essential for delivery of the curriculum • Should not attend site if non-essential 	<p>Emails to regular visitors to update</p> <p>Communication with sports providers and other regular visitors (email / phone calls)</p>	<p>No additional opportunities to increase covid transmission between staff / parents / children / stakeholders</p>



DRAFT