



Slade Primary School

School Management Plan

November 2020

Start and end of the day

In order to ensure the safety of all staff, children and parents, parents will not be able to come onto the site unless directed to do so at drop off and pick up times. Parents will then follow a one way in and out system. Parents who will need to come onto site will be notified .

If parents wish to see a member of staff, they will need to call in advance to make an appointment. Children will arrive at the start and end times as detailed in the table below.

Site management

Tony will be on site 7- 3.15p.m

Elliott will be on site 11-6pm (11-1pm is for cleaning)

Tony will resume opening up at 7a.m. Elliott will resume locking up at 6p.m.

Any jobs for Tony/Elliott must be logged on Every in order for them to prioritise their workload.

Kids Club

Kids club will operate form 8am-8.45am and 3.20-6pm.

Parents will have to book their session in advance and will be able to book the sessions that they require. Parents will not be able to book on the day or adhoc sessions if they do not usually use Kids Club.

Kids club will continue to use the kids club and home hub rooms as well as KS2 playground. Kids Club will be organised into two bubbles – EYFS/KS1 bubble and a KS2 bubble. EYFS/KS1 will use kids club and KS2 will use home hub. They will have a separate set of outdoor equipment to use.

Start and end of day arrangements

As the weather is getting colder and wetter, we have reviewed arrangements for dropping off and collecting children to ensure they are kept dry and warm whilst also maintaining social distancing and safety measures. The revised entry and exit points for Nursery, Reception, Year 1, Year 2 and Year 3. All entry and exit points that are accessible via driveways will be organised on a one way system.

Years 4, 5 and 6 remain unchanged.

Phase	Year Group	Entrance/exit	Arrival	Dismissal
EYFS	Nursery	Main entrance – children will be dropped off and collected through the main entrance.	8.30am morning session 12.15 pm Afternoon session	11.30 am 3.15 pm
	RF	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out signs. There will be no access to KS1 or KS2	8.45 am	3.15 pm
	RG	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out system. There will be no access to KS1 or KS2	8.45am	3.15 pm

Key Stage 1	1P	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.50 am	3.20 pm
	1K	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.50 am	3.20 pm
	2S	EYFS/KS1 gate on Broomfield Road, children will be dropped off at the reception classroom doors and collected from the doors. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the Year 1 & 2 entrance. There will be no access to KS2	8.45 am	3.15 pm
	2H	EYFS/KS1 gate on Broomfield Road, children will be dropped off and collected at the reception classroom doors. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the 2H classroom door on the playground. There will be no access to KS2	8.45 am	3.15pm
Key Stage 2	3P	KS2 gate on Slade Road and door at side of 3P (there will be a one way system in place)	8.55 am	3.25pm
	3J	KS2 gate on Slade Road and door directly into classroom on playground (there will be a one way system in place)	8.55am	3.25pm
	4B	Pedestrian gate 1 Slade Road then through bad weather entrance	8.55 am	3.25 pm
	4K	Pedestrian gate 1 Slade Road then through bad weather entrance	8.55 am	3.25 pm
	5S	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door.	8.45 am	3.15 pm
	5G	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door.	8.45am	3.15pm
	6S	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.45 am	3.15 pm
	6B	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.45	3.15pm

All gates will be clearly labelled with the class name, start and end times.

Safeguarding

All staff will continue to log safeguarding concerns on MyConcern within the 10 minute timeframe. As staff will not be able to leave their bubbles, they will have a walkie talkie/shared area phone to request that a DSL view MyConcern or an email immediately. A DSL will view MyConcern and/or their emails to triage the concern and take the necessary action. Feedback to staff will be via MyConcern so staff have a responsibility to check MyConcern regularly.

Staff to ensure they get updates from MyConcern via email notifications. If there is a significant concern or risk of danger when the child leaves school, the lead DSL will request the child leave the bubble for them to speak with them or take the necessary action. The lead DSL will ensure they follow social distancing guidelines.

Walkie talkies need to be put on charge each night and turned on each morning (station 3).

[Access to staff carpark and staff entering/exiting school](#)

The main school car park gates will be closed from 8.30 to 3.30 each day. Staff park their cars in the areas on site at their own risk as pupils will be passing through these areas. No cars will be able to enter the car parking spaces after 8.20 or leave before 3.30.

- Staff should enter and exit school via the main entrance and entrance in key stage 2
- Staff should sign in and out of school using the signing in and out book in the main entrance. Staff will need to use their own pen

[Class /Year group bubbles](#)

Nursery, Reception and Year 1 will be in year group bubbles. This will mean that free flow and continuous provision can continue in those year groups. Where there are first aiders in the year group bubbles they can work across both classes.

[PPA/Leadership time](#)

PPA/Leadership time is covered by Slade members of staff (Mrs Afshan, Mrs Mehmi, Mrs Thornley and Mrs Gray). Aston Villa also teach one day a week but will be with the same two groups each week, working in the outdoor area as much as possible (weather permitting).

[Bikes and scooters](#)

We have asked children not to leave bikes or scooters at school initially while we monitor the arrival and departure flow. This may be reviewed at a later date. Any bikes or scooters ridden to school must be taken away by parents.

[Equipment](#)

Children can bring school bags to school but should still limit what they bring. We are advising that the only things they should bring to school are:

- Filled water bottle labelled with their name
- Coat, hat and gloves as the weather turns colder
- School jumper to wear as we ensure windows are open for ventilation
- PE kits – these need to be taken home and washed after each PE lesson

Children SHOULD NOT bring

- Pencil cases
- Toys
- Books

Equipment within the classroom and at home

- Classroom based resources, such as books and games can be shared within within the bubble
- Children and staff should where possible have their own pens and pencils to use Children can be issued with a ruler, pencil and pen (if writing with a pen) and purple edit pen each
- Coloured pencils and highlighters are not as frequently used and therefore, each table row will have a set of coloured pencils/highlighters
- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or

rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles

- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the children's education and development. Cleaning and rotation should apply to these resources
- No soft furnishings will be in use during Autumn term, we will review this in line with government guidance
- Children will use lockers which will be wiped regularly

School Uniform

We are expecting children to wear school uniform and school shoes to school. Children must wear a fresh set of clothes each day and where there is a concern that children are not, this should be raised with the parent by the class teacher. If this is a persistent problem, the class teacher should inform SLT who will contact parents.

Food, Drinks & Snacks

If children are in **Reception and Year 1**, they are still entitled to their Free Universal Infant Meals. These will be delivered to each "Bubble" at lunch time each day. The children will be able to eat outside in their designated outdoor slot (weather permitting) or in the classroom if it is wet/too cold. Children should not be taking the grab bags home at the end of the day.

All children must also bring a filled water bottle. Fruit and milk will be available for snack at break times for key stage 1. Key stage 2 will bring a healthy snack to school.

Year Nursery, 2, 3, 4, 5 and 6 children will have a hot lunch available to them. Children who have a packed lunch will eat these in classrooms.

Social Distancing in the Classrooms

Nursery/Reception

We accept that children of this age will not adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- specific easy to clean toys put out on a rotation
- children given "base places" on the carpet
- removed soft furnishings and close contact areas (home corner/reading corner)
- Trays set up around classroom for snack pots, water, lunches

Year 1

We accept that children of this age will find it difficult to adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- tables spaced out to approx 1m+
- Removed soft furnishings and close contact areas
- Resource trays set
- Trays set up around classroom for snack pots, water and lunches

Year 2

We recognise that the children in Year 2 will need to work in small groups and therefore their tables may at times be grouped instead of facing forwards in rows. If the tables are grouped the number of children at the table will be restricted to four.

Year 3, 4, 5 and 6 will have their tables in rows facing the front of the classroom.

Year 6 will start booster groups and will be classed as one year group bubble. However, the lessons that they go out of class for will still be socially distanced in their class groups.

Curriculum

The focus will be on high quality teaching which uses precise AfL and promotes the development of reading through a broad and balanced curriculum. Content missed due to lockdown has been identified. Following baseline assessments in the first week of September, leadership will support teachers to effectively plan the learning to ensure missed content is covered as appropriate. The curriculum will remain broad and ambitious – a wide range of subjects will be taught. Where remote education is necessary, this will align with in-school provision as closely as possible.

As part of the recovery curriculum we will prioritise learning in the following subjects:

- English (communication, speaking and listening, phonics, reading, comprehending writing including handwriting)
- Maths (arithmetic, reasoning and problem solving)
- Science
- Personal Development and Well-Being
- Physical Education

The curriculum will remain broad and balanced to ensure a wide range of subjects are taught. This may differ to our previous weekly teaching of a subject and focus on teaching some subjects fortnightly or providing children with mini topics.

Following detailed and robust assessment, our recovery curriculum will be planned to ensure all children reach the met standard as quickly as possible. The initial plan is that we will have taught missed content by October half term, with staff then able to focus on current year group content in autumn 2. Where the teaching of other subjects can be done in a cross curricular way, we will do so to support coverage.

P.E.

Pupils will be kept in their class bubble/consistent groups. Sports equipment will be thoroughly cleaned between use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible (weather permitting) and large indoor spaces used only where it is not, maximising distancing between pupils and staff.

Remote Learning

For individuals or groups of self-isolating pupils, remote education plans have been created. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus. In the event of a local outbreak, the PHE health protection team or local authority may advise school to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. In the event of such a situation, home learning will continue with live zoom/teams lessons/videos and online support material uploaded to the 'Home Learning' page on our school website.

Adults in the classroom

There will be no volunteers working in school during the Autumn term. Adults working within bubbles will be kept as consistent as possible to ensure risk is reduced. Some adults may need to work across more than one class to ensure the efficient running of the school.

Behaviour

The school behaviour policy has been reviewed. The 'Good to be Green' behaviour card system remains appropriate for pupils.

Any issues with behaviour will continue to be dealt with sensitively by staff due to our awareness of the potential anxieties and stresses some children may be feeling about returning to school. The pastoral team will be available to support any issues and the inclusion hub can be accessed for additional emotional support required.

In addition, it is planned that, within class bubbles, some nurture support will begin, as necessary. These sessions will be led by bubble staff in the first instance.

There will be no lunchtime consequence. Serious behaviour issues will be dealt with in line with school policy, however as there is no consequence, leadership will support at the consequence phase.

1m+ rules

Make sure you've done activities to help children try and get an idea of how far 1m+ is. You could use some piece of string or meter rules. You could use cones to play games of estimation, see who is closest to 1m distance from a certain point. We do acknowledge that the younger children will not socially distance and we respect this. We have been clear with parents that it will not be possible to socially distance younger pupils.

Looking after resources

Resources will be cleaned at the end of each day. Where resources cannot be cleaned (e.g. books) then they need to be put away and taken out of use for 72 hours.

Moving around the classroom/school

No child should enter another bubble. Children should enter and exit their classes from the doors identified on the school map. No adults should leave their bubble to enter another bubble.

Hand washing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Toilets

- Each classroom is allocated toilets to use.
- Only one child should use the toilet at a time, they will have to ask for a toilet pass from the teacher (this pass needs to be handed to the teacher, it should not go to the bathroom with the child). Once the child returns, the pass is placed back so it can be used again.

- All children MUST follow hand washing procedures after using the toilet. This should be monitored when ever possible with younger children.
- Additional signage in toilets to remind children of hand washing routine
- Regular reminders of importance of hand washing and routine
- Toilet checks to be undertaken at regular points throughout the day and check sheets initialled
- Tony/Elliott to be made aware of low stock of soap and toilet rolls so these can be refilled as necessary.
- Hand washing before lunch will take place in classrooms. Where classes do not have sinks, there will be. A timetable for class bathroom use for hand washing (Year 6 only).

Class	Toilets
Nursery	Nursery
RG	Y1
RF	Y1
1K	Y1
1P	Y1
2S	Y2
2H	Y2
3P	Y3/4
3J	Y3/4
4B	Y3/4
4K	Y3/4
5S	Y5/6
5G	Y5/6
6B	Y5/6
6S	Y5/6

Intimate care:

Where there are children in nappies who need changing or they have medical changing needs, PPE will be provided for staff changing nappies and dealing with medical needs.

PPE will be available for staff who support children in changing if they wet or soil themselves.

Hand sanitiser stations will be in place on entrances/exits for children/adults to use.

Soap, paper towels, tissues, gloves and hand sanitiser will be available in all classrooms.

Playtimes

Staggered playtimes

Playground rota – Autumn term			
Class	Location	Time	Staff
1P	KS1 Zone 1	10.15-10.25	SP/DG
1K	KS1 Zone 2	10.30 – 10.40	BK/AV
2H	KS2 Zone 1	10.15-10.25	JG/LH
2S	KS1 Zone 1	10.30-10.40	SS/KB
3P	KS2 Zone 1	10.30-10.40	DP/JB

3J	KS2 Zone 2	10.15-10.25	SJ/LB
4K	KS2 Zone 1	10.45-10.55	HK/SA
4B	KS2 Zone 2	10.45-10.55	ZB/SA
5S	KS1 Zone 1	10.45-10.55	BS/AS
5G	KS2 Zone 1	10.55-11.05	JG/AS
6S	KS2 Zone 2	10.55-11.05	SS/SE
6B	KS1 Zone 2	10.55-11.05	KB/MM

Equipment

Each class bubble will have a set of equipment that is to be used by their class during playtime/lunchtime. Adults within the bubble are responsible for ensuring their equipment remains with the bubble and is put away at the end of each session.

Lunchtime – lunchtime supervisor assigned to each class bubble – Grab bags/boxes in classrooms for Reception and Year 1. Hot meals for Nursery, Years 2, 3, 4, 5 and 6 in the dinner hall with packed lunches being eaten in classrooms.

The dinner hall tables will be split for classes and labelled with the class using the table. There will be waste areas on both sides of the hall.

Class	Dining time / location / supervision	Play time / Location / supervision
Nursery	11.30 – 11.50 pm Dinner Hall Becky	11.50-12.15 Nursery outdoor area Becky
RF	12.00 – 1.00 pm Classroom Jess Becky (12.15 – 1.00)	12.15-1.00 EYFS Playground zone 1 Jess Becky (12.15 – 1.00)
RG	12.00 – 1.00 pm Classroom Aaron Danielle G	12.15-1.00 EYFS Playground zone 2 Aaron Danielle G
1P	12.00 – 1.00 pm Classroom Debbie N	12.00-12.30 KS1 Playground zone 1 Debbie N
1K	12.00-1.00pm Classroom Mehnaz	12.00-12.30 KS1 playground zone 2 Mehnaz
2S	11.45am– 12.10pm (Class teacher/TA until 12) Dinner Hall – hot meal Classroom – packed lunches Marie	12.15-12.40pm KS1 playground zone 1 Marie
2H	12.15 –12.40pm Dinner Hall – hot meal Classroom – packed lunches Sheila	11.45-12.10pm (Class teacher/TA until 12) KS1 playground zone 2 Sheila
3P	12.00-12.25pm Dinner hall -hot meal Classroom – packed lunches Beatriz	12.25-12.45pm KS2 playground zone 1 Beatriz
3J	12-12.25pm Dinner hall – hot meal Classroom – packed lunches Zubaidah	12.25-12.45pm KS2 playground zone 2 Zubaidah
4B	12.00-12.25pm Dinner hall – hot meal Classroom – packed lunches Sameena	12.25-12.45pm KS2 playground zone 3 Sameena
4K	12.00-12.25pm Dinner hall – hot meal Classroom – packed lunches Emma	12.25-12.45pm KS2 playground zone 4 Emma

5S	12.30-12.55pm Dinner hall – hot meal Classroom – packed lunches Michelle	12.00-12.25pm KS2 playground zone 1 Michelle
5G	12.30-12.55pm Dinner hall – hot meal Classroom – packed lunches Danielle F	12.00-12.25pm KS2 playground zone 2 Danielle F
6B	12.30-12.55pm Dinner hall – hot meal Classroom – packed lunches Sue	12.00-12.25pm KS2 playground zone 3 Sue
6S	12.30-12.55pm Dinner hall – hot meal Classroom – packed lunches Chavvis	12.00-12.25pm KS2 playground zone 4 Chavvis
Dinner Hall	Rubina to be in the dinner hall 12-1	

Playground equipment will be taped off to pupils and should not be used.

Playground benches will have spacing markers on the seats to enable children to sit socially distanced. The benches will be wiped by Tony/Elliott at playtime's and lunchtimes.

Staff must stay with their own bubble and encourage the children to engage in recommended play activities.

Moving around the school - Children

Children must not move around the school unless being taken by an adult to playtime/lunchtime or when going to the toilet.

First aid

Each classroom will have its own accident book and first aid box. There will also be PPE available in the first aid box.

All classes or year groups have a first aid trained member of staff.

Fire alarm/lockdown procedures

In the event of a fire, the main focus is always to be preservation of life.

In the event of a fire classes should leave in a calm manner via their usual fire exit routes, keeping classes separate as much as possible. Classes will line up on the playground as usual for their register check.

September 2020 - On the first day back at school in September, teachers should walk their class through the fire evacuation route, discussing with them the need to maintain distancing from another class.

October 2020 – Fire drills will be carried out each half term.

Lockdown – in the event of a 'lockdown' the usual procedures should be followed. Lockdown procedures will be sent out as a reminder, separately to this plan.

Messages

Each classroom will have its own messages folder on the door. This should be used for non-confidential messages. A walkie talkie/shared area phone to alert a member of staff in a classroom will be used for an incoming message, which requires a more immediate response.

Registers

The register will be taken online using Schoolpod.

Moving around school - Adults

Adults should give way to others where it is not possible to pass at a 1m+ distance. Adults should ensure they maintain social distancing.

Staff must only leave their classroom during the allocated break times.

Morning break times to be alternated between teacher and TA. This needs to be no more than 10 minutes per teacher.

Cleaning

Hands on resources used by different children

Any small hands on items that children have used each day will be disinfected each night. Resources should be planned for use on a rotation that allows for this.

Frequently touched surfaces

Frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys, electronic equipment, toilets and shared equipment will be cleaned regularly. Cleaning wipes will be available for iPads.

Anyone cleaning frequently touched surfaces should wear gloves and an apron. These should be double-bagged, then stored securely in the bin labelled PPE for 72 hours then thrown away in the regular rubbish after cleaning is finished

Midday cleaning

Between 11 a.m. and 1 p.m, Mr Shaw will carry out an additional midday clean around school. This will include classroom tables, high touch areas and bathrooms.

Elliott's timetable	11-11.30	11.30-12.00	12.00-12.30	12.30-1.00
	KS2 toilets (adult/children)	EYFS/KS1 toilets (adult/children)	KS2 classrooms	EYFS/KS1 classrooms

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

Child or adult showing Coronavirus symptoms

The back room downstairs (playground side) is our designated isolation room. There are signs displayed identifying this room. No one should enter this room when someone has been placed in isolation. If we have a child or adult displaying symptoms, we will:

- Isolate member of staff/child to the back downstairs room in the Inclusion Hub.
- Staff supporting the staff/child need to wear PPE
- Parents called immediately or staff member sent home immediately
- If they need to use the bathroom, after they have left deep clean the bathroom
- In an emergency call 999
- If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly

Person showing symptoms to be sent home and to book a COVID test. If their result is negative, they will be free to return when they are well. If positive, they must notify the headteacher who will seek further guidance from the DfE line.

Any PPE used in this incident be double bagged and placed in the bin labelled PPE in the bin storage area for 72 hours.

Where PPE is recommended in this situation, this means that:

- a face mask should be worn if a distance of 1m+ metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn
- Face masks used in this situation must:
 - cover both nose and mouth
 - not be allowed to dangle around the neck
 - not be touched once put on, except when carefully removed before disposal
 - be changed when they become moist or damaged

Social Distancing in the Office

- Where two members of office staff are working in school at one time they must work at a 1m+ distance and not desk share
- Disposable plastic covers are available for chairs where the chair is shared
- Member of staff on reception desk should sign in/out any visitors to school
- Keep office windows open where possible to allow for airflow
- Request all parents to contact the office by email or phone where possible
- Request that only critical items forgotten by children are delivered to school by parents and that any items such as drinks are placed in a clean labelled carrier bag
- High touch areas in office and reception foyer including phones, photocopier, medical fridge door and school entrance/exit buttons to be cleaned regularly though out the day as per tick sheet
- Phones should only be used by office staff where possible. When this is not possible other staff should disinfect phone before and after use.
- Office staff will have dedicated walkie talkie to communicate with classes if items are delivered to school
- Children should not be sent to the office to collect items, photocopies etc
- No post children during the afternoon
- No parents/visitors to staff unless appointment prearranged
- Contractor visits to be minimised and risk assessed when required
- Deliveries may be brought into the office provided delivery person has sanitised hands first and remains at a 1m+ distance. Office staff to direct delivery from outside of office.
- Visitors / children arriving late, leaving early should be signed in and out by office staff
- Keyboards / mice should be cleaned regularly
- Named office equipment such as staplers, hole punches etc should only be used by the named person. Other staff should use shared equipment and disinfect as necessary
- Office to use email system for other messaging where information is confidential

Admin

- Member of admin team on the front desk to sign visitors in/out on the screen.
- Visitors to have sticky label badges – NO lanyards to be used

- Front desk area/equipment to be cleaned each time a new person begins their shift on the front desk
- Admin team to deliver any letters etc to go home to each class and leave these in the folders on each classroom door

Social Distancing in the staff room

There are 2 separate staff room areas set up for use (staffroom and training room). Both will have a kettle, microwave and fridge. **Staff should maintain social distancing measures at all times.**

- Tables are set out at a distance of 1m+ and should not be moved
- One person at each table in the main staffroom, two people at the tables in the training room (size of tables allows for two)
- Cleaning equipment available for kitchen area – staff responsible for cleaning up after themselves

[Appendix 1 Classroom Clean tick sheet](#)

Classroom Daily Cleaning

All high touch areas to be disinfected during morning, lunch and afternoon.
This includes door handles, light switches, toilet door handles and flushes
being used by this class, taps etc

Date	Morning break	Lunch	Afternoon break

Appendix 2 Office daily clean

Office Daily Cleaning

All high touch areas in office and foyer to be disinfected during morning, lunch and afternoon. This includes door handles, light switches, entry/exit buttons, phones, photocopier, walkie-talkie, medicine fridge door.

Date	Morning	Lunch	Afternoon