



# Nether Stowe School

## Covid-19 Management Plan 2020-2021: v7

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	Action	How	Who	Complete Y/N	Notes
1	Identify and act upon workforce availability	Check with HR re any updates from new guidance and the results of the staff survey  Review staffing plan with HR and AS for Sept  Liaise with HR re: any issues that may emerge  Risk assessments reviewed and updated accordingly and in line with updated national guidance	GLJ  AS	Ongoing	To be updated following regular HR meetings
2	Plan allocation and usage of classrooms and pupil movement.	From 19.10.20  Timetable and curriculum change to allow for pupil movement in accordance with timetables.  Staff consulted 09.10.20  Information to parents with an outline of the adjustment and the control measures in place 16.10.20	GLJ (SLT)	Y	The plan ensures students stay in their 'bubble' and do not mix with other bubbles. Minimal movement around the school required and this has been mapped against supervision needs.  Circulation plans have been reviewed and updated to ensure movement around school is minimised. One-way system not viable. Class movement at break and lunch will be supervised by class teacher.

	Action	How	Who	Complete Y/N	Notes
		<p>Face-coverings protocol agreed and communicated 25.09.20 for implementation 02.10.20</p> <p>Pupils trained on cleaning routines for use of equipment – for example IT and DT which may have been used by another bubble.</p> <p>Start of lesson routines implemented in all classrooms including pupil responsibility for sanitising work area and hands</p> <p>All rooms which can be utilised to face forward will be changed. Seating plan mitigation put into place for fixed rooms where this is the case.</p> <p>Lesson changeover and protocols agreed and communicated to all staff including the use of face-masks before moving.</p> <p>Nov 2020: adjustment for Sixth Form students: attendance will only be required for timetabled lesson time, thereby reducing the number of pupils present in common areas of the school.</p> <p>Sixth Form students who live further away from school identified and advised they are allowed to stay on site in manageable numbers.</p>			<p>Staff briefing and training will ensure all staff are aware of the rooming and restrictions on movement around the building.</p> <p>Pupil training to take place as part of reintegration process</p> <p>Parental letter and student meetings WB 2<sup>nd</sup> Nov.</p>
3	Arrange for ongoing and regular cleaning of school areas that are in use	<p>GLJ liaised with AB and AC to identify and confirm cleaning needs</p> <p>AS to confirm where cleaning is required for specialist room use. Indicative rota to be provided to AC and site team</p> <p>Guidance sent to all members of staff with regard to usage of rooms and seating to adhere to social distancing guidelines</p>	GLJ EB AC	Y	<p>Cleaning of communal areas – canteen, Hall and toilets as priority.</p> <p>Lunch Hall will be used 50/50 with one half being cleaned while the other is in use.</p> <p>Chairs not available in the Hall at break.</p>

	Action	How	Who	Complete Y/N	Notes
		<p>Pupils trained on cleaning techniques and protocols</p> <p>Hand-sanitiser and other cleaning products available in <u>all</u> rooms in use.</p> <p>Guidance for use on entry and exit to room provided to all staff</p>			<p>Seating allocated to half of the Hall – one area in use while the other is being cleaned – all available tables to be used to provide capacity.</p> <p>Identified rooms for Sixth Form provision cleaned at the end of each day. Sixth Forms rooms to be limited to that bubble as much as possible, but not at all times.</p> <p>All doors wedged open where practical and possible so that students/staff will move through to reduce touch point. Guidance provided to staff.</p>
4	Establish protocols for catering and social time	<p>Ops and Estates have passed information to Chartwells re: requirements for the school. Grab-and-go provision with hot grab-and-go option available.</p> <p>Require update re: staffing levels</p> <p>Split break and lunch plans implemented for each year-group bubble to manage demand and separation of pupils</p> <p>Protocols agreed with staff. Hall reserved for whole school usage</p> <p>Staggered start established to support entry into school</p>	<p>GLJ</p> <p>AC</p>	Y	<p>Chartwells agreed outline plans</p> <p>Biometric systems: guidance to pupils to sanitise after use.</p>
5	Carry out a Health and Safety check of all areas of the school, including the outdoor space.	<p>Check that there is access to drinking water for children/staff/visitors to access.</p> <p>Check that there is access to toilet facilities for staff and pupils</p>	<p>GLJ</p> <p>EB</p> <p>Site team</p>	Y	<p>Room planning ensures that all staff/pupils/visitors have access to the toilet facilities</p> <p>Split break and lunches allow for bubble-specific use of toilets. Pupil hand-cleansing routines to be covered on re-integration training for all pupils.</p>

	Action	How	Who	Complete Y/N	Notes
		<p>Provide guidance with regards to the use of staff work rooms and shared staff spaces.</p> <p>Flowchart for dealing with suspected C19 cases on display in all key staff areas.</p>			
6	Prepare offices and other spaces for use	<p>Identify what resources will be needed in each area</p> <p>Plan and display information posters for parents/carers/visitors.</p> <p>Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser.</p> <p>No hot-seating in shared areas – admin and pastoral offices</p> <p>Where possible: admin staff directed to work from home: finance and exams</p> <p>Office space altered to be Covid-compliant, where possible: greater space implemented between desks and no desks facing toward another desk.</p> <p>Guidance provided to all staff to outline use of shared areas -e.g. Pastoral offices.</p> <p>De-clutter programme instigated July 2020 for all rooms.</p> <p>Communicate guidance and protocols to staff re: shared workroom space and use of classrooms. Free room timetable established.</p> <p>Home rooms for staff identified for work at the start and the end of the day.</p>	<p>GLJ</p> <p>AS (SLT)</p> <p>EB</p> <p>AC</p>		<p>Sanitiser and cleaning materials available in <u>all</u> rooms and all major exits and entrances to the building</p> <p>Excess furniture to be removed wherever possible or stacked and barrier taped off so cannot be used and to ensure social distancing.</p> <p>All shared equipment and soft furnishings to be marked out of use.</p> <p>Signage to promote social distancing, hygiene etc to be displayed where all will see it (movement areas, classrooms used etc)</p> <p>Floor markings and signage to remind of social distancing.</p> <p>Out of bounds areas on the playground to be marked</p>

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7	Ensure first aid protocols are in place and communicated to all staff.	<p>Ensure a first aider is on site and they are fully aware of where things are etc</p> <p>Check that the First Aid areas are adequately stocked.</p> <p>Order stock if needed.</p> <p>Staff training and information re: first aid protocols for pupil referral.</p> <p>Ensure there is a separate COVID isolation room if anyone gets ill</p>	<p>GLJ</p> <p>EB</p> <p>AC</p>	Y	<p>First aid supplies have been reviewed and restocked as appropriate.</p> <p>COVID symptom room to be meeting room at the front of school with first aider having easy access to the COVID bin kit to include all PPE etc. The door will be wedged open so a member of staff can check on the student while waiting collection without being in the room</p> <p>All first aiders who are part of the plans for school reopening have had risk assessments to ascertain whether they are happy to administer first aid at this time. HTs have been made aware of the outcome of the RA's and taken appropriate measures.</p>
8	Implement arrangement for site access for other adults (non-staff)	<p>Communication to parents re: reporting to site with prior arrangement or for a booked meeting only</p> <p>Display welcome posters and information about staffing / safeguarding and infection control etc.</p>	<p>GLJ</p> <p>AS</p> <p>EB / AC and site team</p>		<p>Parents will not be allowed into the school building unless by pre-arranged appointment. Included in the parental letter.</p> <p>Only essential visitors (eg emergency workmen) will be allowed into the school building and any essential visitor must be notified to reception staff in advance so can ensure they can be accommodated, and their details added to the System in advance</p> <p>Novus site staff will be managed separately and will operate under site protocols. Minimal risk of workers coming into contact with staff or students.</p> <p>Students to be told via letter where they access school and what area they will be working in.</p>

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					<p>Only one person to be allowed in reception area at one time, and everyone else to wait outside. There will be clear signage and floor markings</p> <p>There will be hand sanitiser available for visitors</p>
9	Instigate planning for further lockdown and effective remote learning	<p>SP to lead with HoD with regards to Plan B provision</p> <p>Pupils who may be self-isolating to be identified and liaison with family at the start of the academic year.</p>	SP		<p>HoDs informed before the summer break. SP attended the Oaks briefing and has provided support to HoDs</p> <p>All HoDs to be remote ready for Sept. Agreed measures are in place.</p>
10	Provide guidance for extracurricular activities	Guidance provided in light of government advice and reviewed for Oct HT	GLJ	Y	All activities to be agreed in advance with SLT and GLJ
11	Provide guidance and protocols for the use of staffroom and shared workspaces	GLJ to communicate protocols in staff guidance and training	GLJ	Y	<p>Split lunches and breaks will mitigate risk of significant room usage.</p> <p>Staff able to use rooms vacated by pupils on break / lunch.</p> <p>Social distancing guidance to be implemented in all rooms for staff 'common sense' approach.</p> <p>Staffroom to be limited to TA use and be repurposed a work room. Disposable sat covers needed for the remaining fabric chairs</p> <p>Cleaning resources to be made available in all rooms</p>
12	Communicate infection control measures to staff and students	<p>Training for all staff: Tuesday 1<sup>st</sup> Sept</p> <p>Hand sanitiser available for all rooms and clear expectation on pupil and parental communication with regard to use.</p> <p>Regular daily update via tutor briefing bulletin.</p>	GLJ	Y	<p>Expectations communicated to staff and students and posters used to remind them.</p> <p>External meeting room by reception used for suspected COVID symptoms. Parents collect but not to access site. COVID kit ready</p>

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		SP to provide full guidance and best practice around the use of resources in the classroom and best practice to maximise teaching and learning.			Stocks of PPE, Hygiene and social distancing items to be monitored by J Astle and A Coughlin. They will ensure they are reordering stock so there is enough for Autumn term bearing in mind current shortages of some items.  Put signage and posters around school. Ensure stocks of hand sanitizer in each area being used.
13	Implement updated protocol for the use of face masks	<p>Pupils access points to be limited and communicated to all parents and pupils before the summer.</p> <p>Covered bins to be available at pupil access points</p> <p>Communicate guidance to all parents, pupils and staff: expectation for face coverings to be used at all time with the exception of:</p> <ul style="list-style-type: none"> <li>• Eating or drinking in the canteen</li> <li>• Lesson time</li> <li>• Where a recognised medical exemption exists</li> </ul>	GLJ AC	Y  Y	Updated letter sent to parents on 25 <sup>th</sup> Sept 2020 to outline updated expectations and is available on the website for ref.
14	Update fire evacuation procedures and guidance for staff	EB to update current procedures and share with all staff before opening	EB	Y	Policy and procedure to be shared with staff in Sept 2020.  New rooms and routes will need to be incorporated  <a href="#">Fire procedure protocols update and distributed to staff.</a>
15	Implement NHS Test and Trace mobile phone policy adjustment	<p>Communicate existence of the app and protocols to all parents, staff and pupils</p> <p>Implement adjustment to mobile phone policy from 28<sup>th</sup> Sept as follows:</p>	GLJ	Y	Letter distributed to parents on 25 <sup>th</sup> Sept 2020

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		<p>Pupils who have downloaded and activated the app:</p> <ul style="list-style-type: none"> <li>• May leave their phone on (to allow the app to work) but it must remain on silent and must remain in the pupil's bag, not their pocket. 'Silent' is defined as no ringtone or other alert tones and no vibration alert.</li> <li>• Pupils may check their phone for an app notification at the end of each lesson. The expectation will be that phones are then returned to bags before the pupil leaves for, or starts, the next lesson</li> <li>• If pupils are leaving their bag in a communal area – for example in the changing room – the phone must be turned off as this will avoid potential 'false positive' reports</li> <li>• If a pupil receives a notification, they should inform the nearest member of staff, who will take them to reception for contact to be made with parents.</li> </ul>			
16	Plan and implement routines for in-school mass testing Jan 2021	<p>Utilise centralised documentation to communicate with parents and undertaken sourcing of consent.</p> <p>Utilise centralised documentation to liaise with staff and undertake the process of consent</p> <p>Liaise with Ops and Estates to identify a suitable area in school in which testing can take place and ensure that it meets the requirements of the current guidance.</p>	<p>GLJ (ATLP)</p> <p>GLJ A.Birch</p>	Y	<p>MS Forms used to collate responses and office briefed re: the requirements for completion of paper copies of the consent form.</p> <p>Dance Studio identified as large enough areas which meets the requirements stipulated in the guidance.</p>



	Action	How	Who	Complete Y/N	Notes
		<p>Identify - and communicate with - staff volunteers who will fulfil the required roles as stipulated in the guidance.</p> <p>Ensure all staff volunteers have undertaken all necessary training for the relevant roles.</p> <p>Identify and run pilot programme of testing</p>	<p>GLJ/SLT</p> <p>A Birch</p> <p>A Birch</p>	<p>Y</p>	<p>Testing room established on 14.01.21 and reviewed by ATLP Ops and Estates lead for compliance</p> <p>Enhanced cleaning protocols put into place for testing area.</p> <p>Signage is in place in all key areas</p> <p>One-way system in operation for access and exit to room</p> <p>Staff identified and contacted on 13.01.21. All required roles fulfilled by a minimum of two members of staff.</p> <p>A Birch to oversee training requirements and to ensure that all staff have received the relevant information.</p> <p>Only authorised staff will be able to access the test area during periods of testing.</p> <p>Staff, where appropriate, will be fully trained in the use of PPE</p> <p>Pilot testing programme identified for week beginning 18<sup>th</sup> Jan. Staff access to testing from Tuesday 19<sup>th</sup> Jan. (pending compilation of consent information).</p>

	Action	How	Who	Complete Y/N	Notes
		Roll out programme for regular staff testing and testing of KWC and VC in school	A Birch GLJ AS		<p>Evaluation of pilot programme to be undertaken with ATLP Ops and Estates Lead and plans adapted accordingly.</p> <p>Provide further communication with parents and staff as required</p> <p>Complete regular evaluation and review of protocols, management plan and procedures and update / amend as required.</p> <p>Current Covid management protocols will remain in place following confirmation of positive tests.</p> <p>Registration and queuing will be managed by trainer personnel.</p>
17	Plan and implement routines for mass pupil testing March 2021	<p>Utilise central documents to ensure clear communication of the phased return with pupils and parents</p> <p>Liaise with the Ops and Estates team to ensure testing operation can be scaled up to provide capacity</p>	<p>GLJ</p> <p>GLJ AB</p> <p>GLJ AB</p>	<p>Y</p> <p>Y</p>	<p>Letter sent to all stakeholders Wed 3<sup>rd</sup> March.</p> <p>All consent information received by Monday 1<sup>st</sup> March</p> <p>Adaptions made to the testing area to provide for further capacity and to allow 60 tests per hour (approx.)</p> <p>Enhanced cleaning protocols put into place for testing area.</p> <p>Signage is in place in all key areas</p> <p>One-way system in operation for access and exit to room</p>

	Action	How	Who	Complete Y/N	Notes
		<p>Liaise with Ops and Estates to ensure appropriate levels of staffing are in place for the testing schedule. Ensure clear communication for the testing protocols and plans</p> <p>Implement phased return plan for all year groups</p> <p>KW / VC group: testing to be completed Thursday 4<sup>th</sup> March</p> <p>Mon 8<sup>th</sup>: Year 11 and Year 13</p> <p>Tues 9<sup>th</sup>: Year 10 and Year 12</p> <p>Wed 10<sup>th</sup>: Year 7</p> <p>Thurs 11<sup>th</sup>: Year 8</p> <p>Fri 12<sup>th</sup>: Year 9</p> <p>Implement protocols for second and third tests.</p> <p>Where more than one year group needs to be tested on a specific day, the second tests will be conducted in the afternoon.</p>	GLJ		<p>Staff informed of the testing regime and phased return Wed 3<sup>rd</sup> March</p> <p>Pupils will return in tutor groups (split into half so that it is approx. 15 students every 30 mins)</p> <p>Pupils registered at the door and then directed to the LSU / testing area</p> <p>Hall used as the post-test waiting area</p> <p>Any pupils not providing consent will be directed to timetabled lesson</p> <p>Provide further communication with parents and staff as required</p> <p>Complete regular evaluation and review of protocols, management plan and procedures and update / amend as required.</p> <p>Current Covid management protocols will remain in place following confirmation of positive tests.</p> <p>Registration and queuing will be managed by trainer personnel.</p> <p>Pupils will be directed down in half-teaching groups. Same protocols will remain in place as above. However, pupils will be directed back to lessons rather than waiting in the Hall.</p>

	Action	How	Who	Complete Y/N	Notes
		Pupils will be directed to testing from teaching groups to minimise disruption to teaching and learning.			