

Parklands Covid 19 Protocols

ENTRY/EXIT

- All staff required to wash hands on entry to the building, this includes from the playground or other outdoor activity. Sanitiser is placed throughout the building
- Sign in/out will be completed by the janitor
- Only essential visitors/contractors allowed in the building, this must be through prior arrangement.

STAFFROOM/STAFF BASE

- All staff are encouraged to bring their own lunch, crockery and cutlery and must clean up afterwards, no dishes to be left
- Numbers will be restricted to allow for social distancing, the staff base can also be used

TOILETS

- Staff toilets will be limited in numbers with one in, one out and use of the disabled toilet

RESOURCES

- Resources cannot be shared between classes, pupils or staff members without cleaning or quarantining

PPE

- Is available in all rooms, alongside directions on how to put on and take off safely
- Staff are allowed to wear their own face coverings, but should note that the recommendation is that these are washed after every use at 60 degrees
- Please be aware to wear appropriate PPE as required
- All staff should also be aware that there are a number of staff with underlying health conditions who require 2m distancing rule to be strictly adhered to
- Visors are no longer considered effective on their own and should be used with a face mask or a face mask on its own.

OFFICE

- The office is only big enough for one person at a time, Evelyn will happily copy any items that are required, alternatively send items down remotely and they will be placed in the blue tray outside the office. In addition you can also photocopy if both adults in the office are wearing a face covering
- Please do not use the office phone for calls, a mobile has been purchased and the HT phone can also be used

GENERAL

- Anything you touch or use should be wiped down afterwards e.g. copier, laminator, computer etc.
- Good ventilation is encouraged, please open windows
- Handwashing regularly throughout the day
- The doors at the staff end of the building have been wedged open, if the fire alarm should sound please remove the wedges to allow the doors to close
- All tables and desks require to be cleared at the end of the day to allow for cleaning, in line with a clear desk policy
- Staff are discouraged from leaving the building during lunchbreak, especially to shops

RISK ASSESSMENTS

- All pupils will have an individual risk assessment that reflects any activities and actions/mitigations that should be in place for safety of staff and pupils

LUNCHTIMES

- All pupils will eat lunch in the hall
- Orders should be notified to the kitchen in the morning using the tannoy system, no 12
- Staff will require to wear PPE if supporting pupils during lunchtime
- Pupils will remain seated at the table with staff collecting lunches and clearing tables
- Staff should remain with their own class

SENSORY ROOM

- Only 3 people are allowed in
- Equipment must be wiped down after use, including switches and handles
- Where possible adhere to the timetable

Visitors to the building

- Visitors to the school should be kept to a minimum
- Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site
- Contractors should arrange a time to visit the school before arriving
- Visitors requiring to work directly with a child (health team...) should phone to arrange a suitable time and book a room
- All visitors to the school are expected to follow social distancing guidance and maintain good hygiene when in the building
- All visitors are required to wash their hands on entry to the building using the laundry room facilities
- Areas where visitors have worked should be cleaned after the visit

Parklands School Cleaning Protocol

It is the responsibility of all staff to follow NHS guidance for their own hand hygiene and to maintain a high standard of hygiene within the school building and outdoor school spaces. Signs giving instructions for hand hygiene and cough and sneeze procedures are on display throughout the school.

Hard surface wipes are available in each class. Tissues are available in each class. The janitor will ensure that soap and paper towels are supplied for each room. Staff should only use cleaning materials provided by the school.

Cleaning will be carried out as usual out of school hours by cleaning staff but in addition the janitor will carry out some cleaning duties throughout the day. Class staff will be responsible for ensuring classroom cleaning routines are maintained throughout the day

All staff should wash their hands on arrival at the school

Within the Class

- Resources should not be shared between pupils or classes
- Each class should keep a music box with instruments that can be used when Alison teaches the class. These should not be shared with other classes
- Pupils should have their own zip folders to store work and school supplies that are provided by school. These items will not be sent home
- Pupils may also have their own trays containing sensory items that can be wiped, quarantined or thrown away after use
- Items that can be, should be wiped or washed using soap and water after use
- Items that cannot be wiped should be put in the quarantine box for 72 hours
- Areas of frequent contact should be wiped after use- handles/taps/light switches...
- Pupils should wash their hands on arrival at school, after using the toilet, before eating, on return from outside, after activities and before going home
- Laundry should be put into the class laundry basket and will be done on a Wednesday and Friday afternoon.
- Pupil water bottles will be kept in school and filled from water jugs in the class
- Changing areas should be cleaned after use using anti-bac spray
- Toilet areas should be cleaned after use using anti-bac spray
- Areas that pupils are eating in should be cleaned after eating (including wiping of furniture)