

KAY ROWE COVID Action Plan

January 22

We will now have the full amount of children and adults coming in and restrictions have eased

- There are no bubbles
- There is a requirement to wear masks when dealing with bodily fluids and when in communal areas outside your base.

By entering Kay Rowe and signing in for work staff need to agree that

- They do not have any of the 3 main symptoms of fever, persistent cough or loss of smell or taste.
- If staff have any of the 3 main symptoms of fever, persistent cough or loss of smell or taste they will not come to work and will take a PCR test - they will not return to work until they get a result. If the result is positive they will follow the appropriate isolation protocol as defined by nhs. If the result is negative they can return to work.
- Lateral flow tests are accepted if positive as evidence of COVID and should be logged with NHS and isolation started.
- If staff have anyone in their household with a positive COVID test then the staff member will take a Lateral flow test every day for 7 days and isolate. if the LFT is positive they will not return to work and follow NHS guidelines.
- if someone in the household has COVID (Delta or Omicron) then children under 5 in that house should do a PCR but NOT a LFD test . New guidance (Dec 21) states children under 5 should not routinely take lateral flow tests .Our guidance to parents is we will politely suggest that if they wish to help keep the school safe they test their child on a PCR if a household member has tested positive
- If a staff member is unvaccinated they will need to isolate for 10 days if they have had close extended contact (within 2m/3 large steps) of anyone with a positive COVID 19 test or anyone exhibiting COVID symptoms.
- Staff need to continually risk assess and adapting their behaviour inside and outside school.
- They will follow the agreed protocols of regular handwashing - washing their hands on entry to the school.
- They will Ensure that any room they are in with colleagues has windows open.
- They are respecting colleagues who may wish you to keep a distance from them.

Classes

Classes will mix as normal

Team meetings

All team meetings will be face to face in ventilated rooms

Staff briefing outside team meetings.

WhatsApp group will be used for quick messages

Email will be used for more formal briefings

Trying to be as safe as possible.

- Staff room - no rota but respect that some staff may not feel comfortable sitting too close to another colleague.
- We'd like to encourage staff to walk, cycle to Kay Rowe.
- Parents will drop off at the door unless settling and come into nursery to pick up, they will be asked to wear a mask when entering the school
- **Jan 22- Parents and visitors now have to wear masks when entering the building**
- Gate/ doors will always be staffed for entry and exit - staff need to wear a mask on gate
- Families will enter
- DEN/NEST - P/T - Main door drop off
- SNUG - SNUG door drop off
- DEN/SNUG - Main door pick up

- NEST - Kitchen door pick up
- **Approach to keeping safe.**

Our key ways of minimising the risk of infection are:
To follow the dfe guidance and their suggested

'System of controls'

We will ensure good hygiene for everyone

We will maintain appropriate cleaning regimes - enhanced cleaning still in place.

We will keep occupied spaces well ventilated

We will follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Staff will wear masks outside communal areas

CO2 monitors are in each room and in offices, so staff can quickly identify where ventilation needs to be improved.

We will respond to any infection outbreak by following our outbreak plan:

To make sure these system of controls are firmly in place we will be putting in place the following actions

Good hygiene practices

- It's really important that children, staff and parents wash our hands regularly, and thoroughly (20 seconds).
- We will teach the children good hygiene practices with respect to hand washing, tissues, and using the pedal-bins.

Work Wear

- If the work role involves a lot of physical contact- for example changing nappies or personal care processes, it is best practice to think of clothes as uniforms/work wear and launder more frequently – e.g. daily, clothes can be washed at normal temperatures.
- If clothes become soiled with body fluids e.g. vomit, faeces at work, staff should change clothes at work and then transport work clothes home in a disposable plastic bag. This bag can be disposed of in household waste. Clothes should be laundered as above.

Set-up in rooms

- Equipment in frequent use will be cleaned at the end of each session and at lunchtime for the full time class.
- Snack to be run in base room - staff will bring the basic snack into the room before the session starts - all plates etc to be put in dishwasher at end of session.
- Follow the usual food hygiene regulations.
- Explain to children that they mustn't touch anything unless they're going to eat
- Any cooking activities will be carefully planned with hygiene in mind - children will not share tools, bowls, etc

Interactions with children

- We will continue to interact with children as normal - warmly and lovingly
- For intimate care or first aid we will use a mask , gloves, and disposable aprons
- Children will wash or sanitise their hands on entry, after toilet use, after any contact with soil, mud , sand etc, on entry from the garden, before and after lunch, and before leaving.
- We will be teaching children about good hygiene with tissues (coughs and sneezes) and about washing their hands properly.
- In the event that a child falls ill with suspected Covid-19 symptoms, they will be taken to Conf room 1 (Den and Snug) and Parents room (Nest) and looked after by a member of staff with PPE. Parents will be called to take them home and asked to get them tested ASAP.

Behaviour

- Aggressive behaviour could be risky e.g. spitting or biting
- The management of behaviour and use of de-escalation strategies are real strengths of the Kay Rowe staff team
- Positive, key person and other relationships are also protective
- However, some children might have been through hard times during lockdown. They might show new and challenging behaviours. Staff must keep a close eye on all children and report any concerns immediately to the headteacher for review and action
- Children with high needs and/or challenging behaviour have been risk assessed.

Children who are ill

- If a child appears to have a high temperature, their temperature will be checked using the non contact thermometer. If they have a high temperature (over 37.8) they will need to go home. Parents need to monitor the child's health and temperature through the day. If the child continues to have a high temperature and/or another symptom of Covid-19, they will need get a COVID test ASAP
- If children fall ill and their symptom is not Covid-19 related we will manage this in the usual way.
A child or adult could fall ill during the session with symptoms of Covid-19. A member of staff wearing PPE will look after them in Parents room/Conference room 1 . Room. We will call the parent to take the child home.
- Children and staff can return to nursery straight away if they have a negative result.
- We will stress to parents that if they are in doubt and think their child might be unwell, they should keep them at home.

PPE

Put on and take off PPE according to the guidance. When taking off PPE in the isolation room Room, put it in a bin bag. Wash or sanitise your hands. Take the bin bag and put into a second bin bag, this will be left outside in an isolation bin for 72 hours before being disposed off. Wash or sanitise your hands again after placing in the bin.

If staff or child has COVID symptoms

They should go home/stay at home and do a PCR test and isolate themselves while waiting for results.

Anyone in England, regardless of their age can get tested. The following link provides information about how to get tested: Coronavirus (COVID-19): getting tested.

[guidance on getting tested](#)

If PCR is negative they can return to school when they are well.

If PCR is positive they need to isolate for 10 days for 10 days from onset of symptoms/ test date (day 0 is the date of symptom onset/ test) . Staff can test on LFD from day 5 and return to work if they have 2 negative LFD tests over 24 hours.

Positive lateral Flow result

If a staff member has a positive lateral flow result they should stay log this with NHS and follow guidance.

Unvaccinated staff

If an unvaccinated member of staff has had prolonged close contact (or been notified by track and trace) with a positive case they will need to isolate for 10 days

ACTIONS TO BE TAKEN FOLLOWING A POSITIVE PCR

Staff/child must stay at home and self isolate for 10 days from onset of symptoms/ test date (day 0 is the date of symptom onset/ test)Staff can test on LFD from day 5 and return to work if they have 2 negative LFD tests over 24 hours.

A 'warn and inform' letter will be sent to parents informing of a positive case -Schools should identify staff that have been in contact with the case and notify them.

Enhanced cleaning in line with existing guidance

Reinforce messaging around twice weekly lateral flow testing

Reporting to NPW/Public Health

This should continue in line with the Contingency Framework when the threshold is reached (details below of threshold), so that advice and support can be given:

Contingency /Outbreak Plan - Threshold

See COVID outbreak contingency plan

<https://docs.google.com/document/d/1QaxiLakm9HKJCTHOOcY-y5ZQqi4y8LLi0rxigZji5cc/edit?usp=sharing>

Staff contact tracing.

Where a staff member has tested positive for COVID-19, education and childcare settings do not need to routinely contact the NHS Self Isolation Service Hub to provide details of close contacts. However, to ensure eligible individuals identified as a close contact can access Test and Trace Support Payments we will consider providing staff details to the NHS Self Isolation Hub when:

- a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace
- it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Cleaning

Each room has a 'cleaning station' box - this MUST be kept out of children's reach. This will include detergent, disinfectant The correct cleaning solution is 2% bleach or disinfectant in water (the Milton you have been given is already this strength), cloths, disposable apron and gloves. This will be topped up by Kamran/Peter - you should not need to have to go and find things.

Toys/equipment will be cleaned at lunchtime

The concentrated Bleach and disinfectant must always be stored in the cleaners' cupboard and the solution must be mixed away from children.

Wear disposable gloves when you are cleaning.

Cleaning and Disinfection – after a case of COVID 19 on the premises

- If the workstation or site used by the unwell person can be left for 72 hours – leave for 72 hours cordoned off and undisturbed, a deep clean can be avoided.
- If a deep clean is required it involves cleaning the area with detergent followed by cleaning with disinfectant containing 1,000 ppm available chlorine. Cleaners should wear basic PPE for this task.
- Where the site is contaminated with COVID-19 containing body fluids immediate cleaning is appropriate. PPE should be worn- disposable gloves, disposable plastic apron and IIR mask - for deep cleaning.
- Use eye protection only if risk of splashing eyes.
- PPE should be double-bagged, then stored securely for 72 hours before being thrown away in the regular rubbish.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors) but which are not visibly contaminated with body fluids can be cleaned as normal.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. These should be double bagged and stored securely for 72 hours before disposal.

- When cleaning, use detergent and a water soaked cloth followed by disinfectant with chlorine of 1,000 ppm (most common disinfectants are adequate). Alcohol with a concentration of 60% alcohol is also effective. Baby wipes are not to be used

Guidance for staff: clothing

We recommend that if clothes become soiled with body fluids e.g. vomit, faeces at work, staff should change clothes at work and then transport work clothes home double bagged in a disposable plastic bag. This bag can be disposed of in household waste. Clothes should be laundered as normal.

- Shorter sleeved tops/shirts are recommended: 'bare below the elbow'

Use of PPE

The only occasion you would wear PPE is in the event that a child has suspected Covid-19 symptoms, or changing a nappy or first aid. Guidance on correct doffing and disposal of PPE is below

<https://youtu.be/j3hfEjAx0E>

https://youtu.be/-GncQ_ed-9w

PPE is located in every classroom, COVID isolation rooms and on top of the First aid cupboard in reception.

Staff wellbeing

Staff wellbeing is a key priority. We will be open at all times to staff suggestions. Please remember that you can always ask for a one to one meeting if it would help.

Staff are also encouraged to use the Employee Assistance Programme, which is available 24/7. The Council provide staff with access to an Employee Assistance Programme, this includes freephone access 24 hours-a-day, 365 days-a-year to access counsellors and advisors who can provide both practical and emotional support on a variety of issues. Call 0800 328 1437 (via minicom: 01482 661 814).

- Every term we will have a well being session instead of staff meeting with Farida and Lina
- We will offer an online supervision group, if possible
- Counselling support continues to be available, through the work insurance - please ask if you can't find details,
- We will manage workload as much as possible.

Health and safety procedures

Except in the instances covered above and in the Risk Assessment, our usual H&S procedures all apply.

The majority of staff have Paediatric First Aid so we will always meet the PFA requirement. All normal first aid principles apply. Ice packs should be cleaned after use, before being put back in the fridge

Blood/Fluid spill

If there has been a Blood or Body-Fluid Spill Keep people away from the area. Use a spill-kit (in First aid cupboard) while wearing PPE (and following the instructions provided with the spill-kit.

Advice re a positive case

For advice use contact details below

1. Inform the Newham public health team: publichealthenquiries@newham.gov.uk

2. Contact NPW, Newham's schools silver officer service:

geetha.unnithan@theeducationspace.co.uk

020 8249 6900 ext: 173

07807 727366

07770 227 094**Out of Hours Contact number

