

## Monks Coppenhall Academy and Day Nursery



Subject of Risk Assessment:	Role/Team/Location:	Date:	Authors:
COVID 19 – contact between staff and children	Staff in contact with children at Monks Coppenhall Academy and Day Nursery	<b>22/8/21</b> <b>Revised 1/9/21</b> <b>Revised 6/9/21</b> <b>Revised 15/9/21</b> <b>Revised 8/10/21</b> <b>Revised 29/11/21</b>	Mrs Pam Simpson
Reasons of trigger for risk assessment:			
Risk to staff members/children as a result of COVID-19			
Symptoms to report:			
<ul style="list-style-type: none"> <li>a high temperature and/or a new, continuous cough and/or a loss or change to your sense of smell or taste</li> </ul>			
Problem(s):	Existing measures to minimise risk and mitigate impact:	Actions to be taken if a member of staff or pupil needs to self-isolate:	
Possible spread of COVID-19	<ul style="list-style-type: none"> <li>School to open for children between 8.45am – 3.05pm.</li> <li>Face coverings to be worn in communal areas by staff who are not exempt.</li> <li>Year groups to sit separately in Breakfast Club and After-School Club where possible.</li> <li>Temperature checks to be carried out ONLY if a child presents as unwell.</li> <li>Children to come into school in their PE kits on PE days (weather appropriate and in line with the uniform policy).</li> <li>Handwashing/use of antibacterial gel to be used at regular intervals - after sneezing or coughing, before and after handling or eating food, and after going to the toilet.</li> <li>Tissues and hand sanitiser to be available in the rooms being used.</li> <li>The 'catch it, bin it, kill it' mantra will be stressed and tissues disposed of in a covered bin.</li> <li><b>Ventilation</b> – Classrooms and working spaces should well ventilated <b>at all times</b> whilst maintaining a comfortable working environment. Spaces should be fully ventilated when unoccupied.</li> <li>CO2 monitors are to be checked regularly during the day by teachers.</li> <li>Early Years, Key Stage One and office staff should use the main staffroom and Key Stage Two staff should use the D+T room staffroom.</li> <li>Teaching staff to be able to access face shields/masks if they wish to use them. We advise staff to wear face masks whilst meeting and greeting parents.</li> <li>When a child is symptomatic, staff should be more cautious and keep their distance where possible when escorting them to the isolation room (Medical Room). In addition, staff should wash hands immediately after contact with any suspected cases.</li> <li>Rigorous cleaning programme to take place throughout the day. Children's and adults' toilets to be cleaned 3 times a day on a continual cycle.</li> <li>Cleaners to clean down areas daily including tables, chairs, door handles, surfaces and equipment where possible.</li> <li>Using standard cleaning products to clean frequently touched objects and surfaces, railings, door and window handles. Desks and table tops, computer keyboard and mouse, telephones and bathroom facilities and iPads.</li> </ul>	<p><b>Contract Tracing</b></p> <ul style="list-style-type: none"> <li>Schools are not required to carry out contact tracing or identify close contacts from the 19<sup>th</sup> July. This will be the responsibility of NHS Test &amp; Trace (T&amp;T)</li> <li>NHS T&amp;T will contact individuals who are named as having had prolonged close contact and will provide support on how to isolate.</li> <li>There is no expectation that whole bubbles will be isolating.</li> <li>NHS contact tracing will commence when a positive PCR has been reported.</li> <li>Education settings will only be asked to contact trace where there is a local outbreak.</li> <li>The current definition of an outbreak is                         <ul style="list-style-type: none"> <li>o 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>o 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or</li> <li>o If a pupil, student, child or staff member is admitted to hospital with COVID-19</li> </ul> </li> <li><b>The Covid-19 Outbreak Management Plan will support this document.</b></li> </ul> <p><b>Positive Cases</b></p>	

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- All visitors/external providers will need to complete a COVID-19 disclaimer.
- A record is kept of all visitors on site for track and trace purposes.
- Sweets, cakes or wrapped items brought into school from a child's home should not be given out by school staff.
- Prearranged visitors should be encouraged to take a LFT test and encouraged to wear masks.
- **If a child is self-isolating due to a positive PCR test, high-quality remote learning should be provided immediately so that child can learn from home if they are well enough. The office will contact the parents/carers of positive cases to determine whether they are well enough to complete remote learning.**

### Additional updated information for STAFF

#### Self-Isolation and Symptoms

*NHS Guidance: Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:*

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

*You should also self-isolate straight away if:*

- you've tested positive for COVID-19 – this means you have the virus

Staff and children should stay at home and self-isolate whilst awaiting PCR test results when symptomatic.

#### Close Contacts

*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:*

- 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
- they are not able to get vaccinated for medical reasons
- **If the above statement does not apply and you have been in direct contact, you should self-isolate for 10 days as advised by NHS Test and Trace.**
- Unvaccinated staff should be supported to self-isolate if they identify themselves as being a close contact of a positive case.

All individuals who have been identified as a **close contact** of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.

- If a school is made aware of a positive LFT or PCR test they do not need to ask pupils who are close contacts to self-isolate (please see guidance on household contacts). However, they should consider implementing the following control measures:
  - 1) Ask the class of a positive case and parents/carers to be vigilant to symptoms.
  - 2) Recommend frequent testing for staff who are likely to have been in contact with the positive case. For primary cases parent/ carers can be advised to carry out LFT tests more frequently.
  - 3) Contact the LA COVID19 Team to provide advice and support.

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	<p><b><u>Household Contacts</u></b>  <b>Cheshire East Guidance:</b></p> <ul style="list-style-type: none"> <li>● Staff who are household contacts of positive cases to have PCR, then complete daily LFT until isolation period of household case is complete. Whilst awaiting the PCR result they should self-isolate.</li> <li>● Pupils who are household contacts of positive cases are advised to stay at home for 5 days , limit social contact and get a PCR test before returning.</li> </ul> <p><b><u>Non-Household Contacts</u></b></p> <ul style="list-style-type: none"> <li>● Staff who are close contacts of a positive case are recommended to book a PCR test. If they are exempt from isolation, they can continue to attend whilst awaiting the results unless they develop Covid-19 symptoms during this time. However, they should inform SLT, wear a mask in communal areas whilst in school, minimise contact, take an LFT test daily and limit contact with anyone who is extremely vulnerable. Should symptoms start, however mild, the member of staff should remain at home until a negative test result is received.</li> </ul> <p><b><u>Lateral Flow Tests and Vaccination</u></b></p> <ul style="list-style-type: none"> <li>● Staff are encouraged to take Lateral Flow Tests twice weekly.</li> <li>● Staff are required to report the test result via the NHS Online reporting system for both negative, void and positive test results.</li> <li>● Staff members who record a positive LFT or PCR test should let their setting know.</li> <li>● Children at primary schools are not being offered the Covid-19 vaccine.</li> </ul>	
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### Learning

- **High importance must be placed on health and well-being with a concentration on resilience, mental and physical health.** Any additional concerns should be referred to Miss Fisher or Mrs Kelly – the school’s Mental Health Lead.
- **The ‘Ready to Learn’ assessment scale should be used to provide opportunity for children to share their worries.**

**Everyone must adhere to these guidelines in order to keep everyone safe. Staff have a duty to raise any concerns with the Principal or a member of the SLT.**