

Mearns Castle High School

Protocols for Covid Secure Operation

Last Updated: 16/2/21

These protocols reflect working arrangements for the period of phased return of pupils, commencing week beginning 22nd February 2021. Protocols will be updated in advance of the next phase of pupil return.

Summary of distancing

It is essential that staff and pupils maintain 2 metres distancing at all times. This applies to all staff and pupils within the building during this period.

It is recognised that transitory movements may lead to brief interactions closer than 2m. These should be minimised to periods of movement and all building users must distance when stationary.

Entrance to School

- All pupils and staff will sanitise hands on entry to the building. Hygiene stations will be located at each entrance and will allow for social distancing at these points.
- Hub Pupils should continue to enter the school building and sign in at the Main Entrance.
- Senior Phase pupils attending for essential practical work should either enter at the main entrance or at the Science Door next to the bike sheds. Senior Phase pupils will register in their classes as normal.
- Pupils should arrive at school wearing full school uniform.
- Pupils should arrive no earlier than 5 minutes before their session start time to avoid congregation and should make their way straight to their session location.
- School entrances will be supervised each day to remind pupils about hand hygiene protocols and assist with traffic flow to avoid congestion.

School Uniform Protocols

Usual school uniform protocols will apply.

- The uniform store has been re-organised to ensure a week long quarantine for any used items.
- There is no change to our uniform policy. However, during the period of windows being required to be open for additional ventilation, pupils may wear an additional plain black hoodie/jumper under their blazer.

In Class

- During the time pupils are in class Faculty/Department Risk Assessments/Operational Protocols should be applied and pupils should be directed to work stations which allow them to maintain 2m distancing.

S:\All Staff\Staff Information\Coronavirus\MCHS-Covid19 Secure School protocols

- On entry to the classroom, pupils should enter immediately (no lining up) and blue roll to wipe down their work area on arrival. Teachers will spray desks in advance.
- If pupils are allowed a short break during a session, they should sanitise their hands on re-entry to the classroom. Breaks will take place at a naturally occurring point in the lesson rather than at a scheduled time. Pupils will remain in their department locations for any allocated breaks.
- There should be a 2m/6ft teaching zone at the front of the classroom. The teacher's interactions with pupils must either maintain this distance or be brief and transitory in nature.
- Any equipment used by pupils must be washed, wiped down or quarantined for 72 hours in line with departmental protocols. Stationery should not be shared. Sheets of paper should be quarantined for a minimum of 24 hours or the users' hands must be sanitised before and after use. Teachers distributing paper etc should ensure they have washed or sanitised their hands first, thereby avoiding the need for quarantine.
- Class activities should be planned to avoid congestion.
- Staff distributing practical equipment should wear disposable gloves where possible or sanitise their hands in advance. All practical equipment should be washed or fully wiped down following use.
- Teachers should exercise their professional judgement on dealing with pupil requests for a toilet break. Only one pupil should be allowed out at a time. Pupils should be directed to the nearest pupil toilet to the classroom and instructed to use appropriate hygiene protocols, including 20 seconds of handwashing.
- Pupils should be instructed to sanitise their hands in preparation for exit.
- Pupils will be dismissed from workstations in an orderly and gradual manner.

Practical Sessions/Live Lessons

- Pupils will be dismissed from their practical session at the end of the timed session. If the activity completes before the session is due to end, pupils may be provided with extension/revision.
- Practical sessions have been timetabled to reduce the chances of a clash with live lessons in other subjects. However, if a pupil has a live lesson for another subject during a scheduled practical session, they should inform their class teacher to ask if the live lesson will be recorded. If so, they should access the live lesson afterwards.

If the live lesson will not be available afterwards, the pupil may be allowed to take a break from their practical session and access their live lesson with their teacher's permission. If this is not possible, the pupil should alert their other teacher (live lesson) that they were unable to join the class and request the activities associated with the lesson.

Face Coverings

- Pupils wear face coverings on entry to school. The school office will take names of pupils without a face covering, provide a temporary one and compile a list for contact home. If parents/pupil support advise the pupil has an exemption then they will be provided with an exemption card.
- Hub pupils in S1-3 may remove their face covering once seated. Pupils in S4-6 must keep their face covering on throughout the day.
- At break times, pupils may remove their face covering when either they have gone outside or they are **seated** for their snack/lunch. They should maintain face coverings whilst in the queue at the Dining Hall and/or Open Area. They should put on face covering if they are moving between areas. They should wear face coverings when going to the toilet.
- All adults/staff will follow the above protocols for movement around the building at class changeover and social time periods.
- Staff should wear their face covering around the building but may remove it when seated for a socially distanced (2m) tea/lunch break or when seated for work strictly 2m away from anyone else. Face coverings should be worn in admin areas in line with these guidelines.

Movement/Building

- All building users will keep to the right of corridors during times of congestion. Floor dividers and arrows will be in place to remind all staff and pupils.
- For the duration of the current phased period the one-way system will not operate, but pupils should ensure they follow the floor markings to maintain movement on the right hand side of the corridor.
- In order to decrease pupil interaction on leaving the school building, teachers should instruct pupils to use the agreed exits identified on the table below.
- All doors (except internal fire doors) should be wedged open to increase ventilation and minimise contact with door handles. In the event of a fire evacuation, door wedges should be removed and the door should be closed (but not locked) by the teacher when the room is emptied. Where possible battery operated devices will be used to hold open internal fire doors.
- Windows should remain open throughout the day.
- Fans should not be used.
- Staff fridges should be used for storage of milk and one Tupperware box for each staff member which is clearly identifies owner (labelled). Bags of items etc should not be left in the fridge and good hand hygiene is essential when accessing items in a shared fridge.
- There should be no shared utensils, e.g.cutlery, mugs etc.

- Staff should not congregate in corridor spaces – it is important that corridor interactions remain transitory. Holding doors is a brief transitory interaction and is permissible.
- Staff should endeavour to use the same toilet facilities and this should be the staff toilet closest to their working location.
- All classrooms and work spaces should be kept 'clutter free' to aid effective cleaning.

Visitors

- Parents should not enter the school building (other than in extreme circumstances and by appointment in order that this can be planned).
- Communications may be organised through telephone/email.
- If it is necessary for parents to drop off/collect items from the school office, contact should be made by telephone/intercom and instructions provided.
- Guest speakers/visitors should not be arranged at present. Contributions should be organised through online channels at present and outdoor options may also be appropriate.
- Office protocols for deliveries should be followed at all times.

Staff Activities

- All activities in which staff are asked or invited to participate must allow physical distancing (or access to PPE for those staff supporting pupils where this is not possible).
- Staffrooms/Bases/Storerooms etc should all display a maximum number of users permitted.
- All departmental and school meetings must be conducted utilising online platforms.

Lost Property Protocols

Lost property should either be handled with gloves or the staff member should sanitise their hands before and after handling. Lost property should be bagged and labelled with content and date and handed into the office.

- The uniform store will be re-organised to ensure a week long quarantine for any used items.

Symptomatic Pupils & Staff

- Current advice on Covid-19 symptoms should be accessed at www.nhsinform.scot

- In the event a teacher suspects pupil symptoms could be covid related then they should request the pupil sanitises their hands and goes to school office. They should not be accompanied unless there is a concern they require support. If so, supporting pupil must maintain 2m distance. The teacher should not assume the symptoms are covid related until this is confirmed.
- Pupil should report to school office who will confirm if symptoms are covid related.
- If the symptoms are covid related – high temperature, new continuous cough, loss/change of taste/smell - the school office will request pupil attend the isolation room. Office will confirm with them the rooms they have been in so far that day.
- Office staff will alert janitors to undertake a spray of each location and request that pupils are displaced. It should be clear there is no need for alarm and this is a precaution. A spray of the isolation room will take place when the pupil has departed.
- Office will alert Year Head who will contact parent and request the pupil is collected (if under 16) or that they are allowed to go home (if over 16 and the parent is unable to collect). If no Year Head is available a member of office staff will contact the parent. Given the pupil is displaying covid-related symptoms, the pupil (and siblings) should self-isolate until the test result is confirmed. Test can be booked through www.nhsinform.scot Pupils/parents will be reminded that symptomatic pupils must not visit any locations and should only use public transport as a last resort (with appropriate face covering).
- Office will alert Environmental Health that a symptomatic pupil has been sent home.
- If testing shows a positive case, this will be reported immediately to ERC Education HQ, Environmental Health and the Health Protection Team who will advise on next steps.
- Staff who become concerned that they are experiencing potential symptoms of Covid-19 should contact I. Phillips or a member of SLT by telephone (preferably their own mobile telephone, if not ensure phone is wiped) and should leave the building as soon as possible. SLT will then request Facilities Management undertake a protective spray of the room utilising appropriate PPE.
- On reporting potential Covid-19 symptoms, staff should arrange a Covid-19 test through www.nhsinform.scot, if they have any difficulty arranging one themselves they should alert the school office. The staff member must continue to self-isolate until the results of the test are confirmed.

Exit from School

In order to decrease pupil interaction on leaving the school building, teachers should instruct pupils to use the agreed exits identified on the table below.

- The main school exits will be supervised each day.
- Pupils will be instructed not to congregate at exits of the school or in the school grounds but to make their way home immediately.

Classrooms	Exit arrangements
E1 – E6, F7, F8, F9	Fire Exit at the end of the E (Social Subjects) corridor
F1 – F6, F8 – F15	Main Entrance
D2 – D18	Main Entrance
C6 – C15	Down stairs to Fire Exit at Main Entrance end of Science corridor
C3 – C5	Down stairs to Fire Exit at PE end of Science corridor
C1 – C2, Downstairs Drama Studio, D1	Exit at S6 Base door
A1 – A5	Fire Exit at PE end of Science corridor

A6 – A15	Fire Exit at Main Entrance end of Science corridor
T3-T4	Fire Exit at Main Entrance end of Science corridor
T1 – T2	Fire Exits within classrooms
A16 – A18	Main Entrance
B12 – B15	Main Entrance
B1 – B11	Back door at end of English corridor
Support for Learning and Personal Development	Main Entrance
PE	Nearest exit to work area / changing room

School Bus Protocols

Pupils should sanitise their hands before use of the school bus. At the end of the day school bus users may use the class sanitiser, their own or the units positioned at the school entrances/exits. Pupils will be advised to ensure 2m distancing on the school bus.

Testing

Staff and Senior Phase pupils will have access to twice weekly asymptomatic home testing kits.

Any pupils or staff who have symptoms must continue to immediately self-isolate and seek a PCR test.

Any pupil or staff member who received a positive result from a LFD asymptomatic test should - immediately self-isolate, seek a PCR test and alert the school in order that contact tracing may commence immediately. Should a follow up PCR test result be negative then the self-isolation of the individual and close contacts may cease.