**Falkirk route map through and out of the crisis: A framework for reopening schools, early learning and childcare provision in Falkirk**

**Local Phased Recovery and Delivery Plan to support the reopening of schools**

**Physical distancing and Hygiene in schools**

**Version history**

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| **Version** | **Date** | **Summary of Changes** |
| V0.1 | 03/06/20 | First draft for C19 Response team |
| V0.2 | 10/06/20 | Draft for issue |

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**Physical distancing in schools**

**Introduction**

**Local Guidance**

The aim of this local guidance are to provide clarity of expectation with regard to the generic practical considerations supporting our planning for the safe, phased reopening of schools. In doing so to provide local flexibility for schools and staff to adapt and adopt approaches that best suit their needs.

**Context**

This local guidance has been prepared based on the national guidance:

* [Coronavirus (COVID-19): re-opening schools guide](https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/)
* [Coronavirus (COVID-19): physical distancing in education and childcare settings](https://www.gov.scot/publications/coronavirus-covid-19-physical-distancing-in-education-and-childcare-settings/)
* [Coronavirus (COVID-19): strategic framework for reopening schools, early learning and childcare provision](https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/)

# [Coronavirus (COVID-19): framework for decision making - Scotland's route map through and out of the crisis](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/)

# [NHS Inform - Coronavirus (COVID-19)](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)

**Responsible Officer**

Unless otherwise stated, Headteachers are responsible for planning and implementing physical distancing arrangements for their school. Headteachers will be supported centrally by the Service Support & Improvement Team, the Planning & Resources Team and central support services such as HR & Payroll.

**Application of local guidance**

This local guidance sets out a checklist of recommended issues for staff in schools to consider when developing local arrangements for physical distancing in schools and informing completion of the “Operational Risk Assessment: Reopening of schools”.

It is based around a set of generic considerations to provide a level of consistency of considerations across schools and reduce bureaucracy. It is laid out as a working document to aide collaboration with school staff and as a “walk-around” document to note actions to be taken.

Such actions inform the operational risk assessment for each school reopening. Hazards listed for consideration in the risk assessment are cross referenced with this local guidance.

While intended to be as full as possible, this checklist is not exhaustive and will subject to change as a result of local learning or when national guidance is updated

**Capacity Assessment and Planning**

This local guidance is intended to be applicable to all models of capacity assessment and planning arrangements being considered.

**Staffing**

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| 1. **Communication** | |
| * All staff advised to familiarise themselves with current national and local guidance and arrangements made to provide updates as required. * INSET days used to support communication and learning through briefing staff in respect to the above. * New appointments commencing August 2020 are inducted taking account the above. * Weekly team meetings to reinforce guidance, advice and support and operational risk assessment. | |
| Yes/ No | Notes: |
| 1. **Employee advice and support** | |
| * All staff are made aware of the employee advice and support available. * Post-testing support is available for staff. | |
| Yes/ No | Notes: |
| 1. **Operational risk assessment for school reopening** | |
| * All staff are provided with the COVID-19 Operational Risk Assessment for school reopening. * All staff are engaged in reviewing the operational risk assessment on a regular basis or following and incident/ debrief. | |
| Yes/ No | Notes: |
| 1. **Personal Protective Equipment (PPE)** | |
| * An assessment of PPE requirements has been completed * All staff must are aware of the requirements for the:   + Requirement for the use of PPE in schools   + Accessing PPE   + Donning & doffing of PPE   + Correct waste disposal of PPE * What to do in the event of a PPE shortage. * A stock of PPE should be held in the first aid/ shielding room to utilise when a pupil or member of staff shows symptoms. | |
| Yes/ No | Notes: |
| 1. **Hand hygiene** | |
| * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser will be provided where suitable hand washing facilities are not readily available. In such cases, staff are advised to also wash their hands before and after using the learning space at a suitable sink. * All staff to monitor and reinforce hand hygiene with pupils and visitors to the school. | |
| Yes/ No | Notes: |
| 1. **Staffroom and Offices** | |
| * All staff made aware of [Falkirk Council guidance on physical distancing](https://www.falkirk.gov.uk/employees/coronavirus/managers/social-distancing.aspx). * All staff advised to only use offices or staffrooms if they are able to physically distance themselves from each other. * Maximum occupancy must be assessed, communicated and signposted. * Staff should avoid sharing cutlery, crockery and food. Any crockery or cutlery used must be washed thoroughly after use. * Fabric chairs my increase the risk of the virus spreading and should not be used. Wherever possible ensure chairs are limited to single person usage. Use an appropriate sanitising spray before and after each use. * Hot desking on PCs is to be avoided where possible. Staff should only use a PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should follow cleaning instructions. | |
| Yes/ No | Notes: |
| 1. **Staff toilets** | |
| * Staff must only use the allocated toilets. * Physical distancing must be observed while queuing for/ using toilets. | |
| Yes/ No | Notes: |
| 1. **Actions if a member of staff shows COVID-19 symptoms** | |
| * All staff must be instructed they do not report to school if showing symptoms. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) | |
| Yes/ No | Notes: |
| 1. **Actions if a member of staff shows COVID-19 symptoms at work** | |
| * Staff should notify their line manager to assign cover. * Staff should immediately shelter in the designated area within the school pending going home. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) * The daytime cleaner should be contacted to invoke appropriate cleaning arrangements. Until this is to be done the workstation/area used by the individual showing symptoms is not to be used. * Update MyView. | |
| Yes/ No | Notes: |
| 1. **Actions if a member of staff test positive for COVID-19** | |
| * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual will require to self-isolate. * Where testing is negative the individual and close contacts may return to work per [NHS guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/test-results/). * Notify the Head of Education and update MyView. | |
| Yes/ No | Notes: |

**Parents/ Carers**

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| 1. **Parent Council/ communication** | |
| * Parent Councils advised of physical distancing guidance and the operational risk assessment and engaged in implementing these. * Parents. Carers are issued key information pertaining to the school reopening on a regular basis via Groupcall and the school’s website. * Consideration may be given to creating a COVID-19 section on the school. * Bag drops (letters/ notes) should not be sent home with the pupil. | |
| Yes/ No | Notes: |
| 1. **Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME** | |
| * Parents/ Carers must advised:   + Not to send their child to school if any of their children or anyone in their household displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform.   + The procedure that will be used for dealing with children that fall ill with COVID-19 symptoms while in school. * Parents have been asked to make the school aware of pupils’ underlying health conditions. * The school, and the parents are clear about the definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * Schools have a regularly updated register of pupils with underlying health conditions. * Pupils who are BAME (Black, Asian or Minority Ethnicity) may be more susceptible to poor outcomes if infected by COVID-19. | |
| Yes/ No | Notes: |
| 1. **Drop off and collection arrangements** | |
| * Parents/ Carers advised of the drop off and collection arrangements to be used on days their child attends school. For example:   + Restricted access to the school grounds and no loitering   + Access arrangements to school ground for pupils including “one way” system to enter and leave school grounds.   + Designated areas within school grounds for parents to use drop off/ collect their child while maintaining physical distancing   + Staggered start and end of day times for each pupil group   + Use of physical markings to assist parents/ carers maintain physical distancing within the school grounds | |
| Yes/ No | Notes: |
| 1. **Car access to school grounds** | |
| * Parents/ carers should be discouraged from bringing their car into school. * Vehicular access will be restricted to parents/ carers where this is considered essential. * Access to the car park should be controlled to ensure the number of cars entering the school is limited. This will support physical distancing in car park. | |
| Yes/ No | Notes: |
| 1. **Parent/ Carer access to the school building** | |
| * Parents/ Carers advised of the need to restrict access to the school building. For example:   + Public/ open access is not permitted   + Limited access will be by arrangement/ appointment only and recorded in the event of a “close contact” follow up   + Designate meeting areas (maintaining confidentiality where necessary) to be used for essential meetings separate from areas used by children/ staff.   + Ensure social distancing is possible taking account of the room size.   + Implement cleaning arrangements before and after each use | |
| Yes/ No | Notes: |
| 1. **Parents evenings/ meetings** | |
| * Should not take place while we remain under the current lockdown guidance. * Alternative arrangements to be made. For example:   + Facilitated through virtual technology   + Telephone contact with parents. | |
| Yes/ No | Notes: |

**Pupils**

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| 1. **Attendance** | |
| * Pupils should only attend school if they and all others in the household are COVID-19 symptom free and not shielding. | |
| Yes/ No | Notes: |
| 1. **At school** | |
| * When attending school pupils should be advised to:   + Only attend on school on the designated day.   + Arrive at the designated time and place.   + Avoid congregating at the start and end of the school day.   + Adhere to hand hygiene rules.   + Avoid physical contact at all times. No hugs, shaking hands etc.   + Adhere to school rules on behaviour management.   + Pupils are grouped in ‘bubbles’ comprising a maximum of 15 pupils with consistent member/s of staff. The integrity of the bubble is maintained throughout the day. Pupils from separate bubbles do not mix at any time.   + In the classroom, sit in the same place at all times. Do not move the table or chair.   + Maintain a safe distance from others between and during lessons, at lunchtime and morning interval.   + Do not share belongings (stationery/food etc.) with others.   + Only use the toilets designated to your group/ class. * Staff must model physical distancing consistently to pupils. | |
| Yes/ No | Notes: |
| 1. **Resources** | |
| * Do not share belongings (stationery, food etc.) with others. * Every pupil will be provided with a personal resource box containing a supply of classroom resources to be used by them and advised not to share the box or its contents with others | |
| Yes/ No | Notes: |
| 1. **Pupil’s displaying COVID-19 symptoms at school** | |
| * Pupils should be advised that if they feel unwell they should inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * Such arrangements should include designating a pick up point adjacent to the place of shelter to reduce the risk of transmission. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The pupils desk/ seating area is not be used by anyone else for the remainder of the day. * The daytime cleaner must advised to clean the pupil’s desk area. * Notify the Head of Education in the event any test is confirmed positive. | |
| Yes/ No | Notes: |

**Outdoor spaces**

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| 1. **Playground** | |
| * Physical distancing must be maintained when outdoors. * Mark boundaries between each designated outdoor space. | |
| Yes/ No | Notes: |
| 1. **External doors** | |
| * Consider using markers to maintain physical distancing at doors. * Pupils/ staff should only access/ egress through the door one way and one at a time. * Door handles/ railing should be sprayed with Quest+ and wiped down after interval. | |
| Yes/ No | Notes: |
| 1. **Outdoor play equipment** | |
| * Surfaces on outdoor play equipment should be sprayed with Quest+ and wiped down before and after each period of use. * Where not possible, or where the equipment cannot be segregated for use by a single group, then it should be marked not for use. | |
| Yes/ No | Notes: |
| 1. **External litter bins** | |
| * Litter bin touch points should be sprayed with Quest+ and wiped down after each period of use. * Litter bins should be emptied as required to ensure waste can be deposited free of obstruction. * External litter bins are not to be used for disposal of PPE or any other materials at risk of contamination. | |
| Yes/ No | Notes: |
| 1. **Public access to school grounds during the school day** | |
| * Where possible, school gates should be closed during interval and lunch times to prevent public access. * Signage should be considered to inform the public that access to outdoor play areas is prohibited during interval and lunchtime break. | |
| Yes/ No | Notes: |
| 1. **Grounds maintenance** | |
| * Is not permitted during interval/ lunchtime or any other time pupils are using the outdoor space. | |
| Yes/ No | Notes: |

**Home to school transport**

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| 1. **Home to school transport** | |
| * Transport Planning are liaising with transport providers to confirm availability of transport and physical distancing provisions. * Parents/ carers need to be advised of transport arrangements. * Physical distancing will be maintained on school transport. The transport provider will be responsible for cleaning the vehicle regularly. * Transported children should be encouraged to maintain physical distancing at their designated home pick up point (e.g. public bus stop). * On disembarking their school transport, pupils should be advised not to congregate within the school grounds outside their class groupings. * Pupils arriving on school transport should be supervised from the point of arrival to their designated entrance. * At the end of the pupil day, all transported children should be supervised from the building to the pick-up point and until the transport arrives. Physical distancing must be maintained while awaiting arrival of the bus. * Prolonged waiting at the pick-up point could be avoided by using an internal space until the bus arrives. | |
| Yes/ No | Notes: |

**Pupil arrival to and departure from school**

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| 1. **On arrival** | |
| * To reduce crowding, a staggered start arrangement should be considered based on designated start times of 10 minute duration for groupings of pupils. * Parents should be advised to drop their child off at the designated time and drop off point within the school grounds. * Drop off points should be supervised to ensure pupils are safely received onto school grounds and taken to their designated entrance. * Staff should be ready to receive pupils into the school via the designated entrance for each pupil group. * ALL pupils must wash their hands as soon as practically possible on entering the school building. | |
| Yes/ No | Notes: |
| 1. **Late arrivals** | |
| * A procedure should be devised, and communicated, to receive pupils arriving at school who are late, ensuring accompanying parents and pupils maintain physical distancing. | |
| Yes/ No | Notes: |
| 1. **At the end of the school day** | |
| * To reduce crowding, a staggered end of day arrangement should be considered based on designated finish times of 10 minute duration for groupings of pupils. | |
| Yes/ No | Notes: |
| 1. **Late pick ups** | |
| * A procedure should be devised, and communicated, to use when parents/ carers are late arriving to pick their child up from school. | |
| Yes/ No | Notes: |

**General arrangements throughout the school building**

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| 1. **Reception arrangements** | |
| * Visitors by appointment only . * Visitors should be encouraged to arrive at their designated time as they will not be permitted access until then. * Immediately on entering the building, every visitor must use the hand sanitiser provided. * Visitor sign in sheet to be filled in by member of staff using their own pen, not the visitor. * On completion of sign in the visitor should immediately be taken through to the designated meeting area. Unless there is an essential requirement, visitors should be discouraged from sitting in reception to reduce the risk of contamination. | |
| Yes/ No | Notes: |
| 1. **Movement** | |
| * All non-essential movement of staff and pupils should be avoided. * Introduce “safe routes” or “one way” circulation system. * Floor markings should be made where required to aid with physical distancing. * Identify any “pinch points” & manage accordingly. * Ensure that appropriate levels of supervision are in place to manage essential movement. * Pupils should wash their hands/ use hand sanitiser (if no sink available) when leaving and re-entering the learning space. * Fire doors should not be “wedged open” | |
| Yes/ No | Notes: |
| 1. **Signage and direction markers** | |
| * Install signage in all prominent indoor and outside areas to reinforce good hygiene and physical distancing throughout the school. * Install signage in each learning space to confirm the maximum pupil numbers. | |
| Yes/ No | Notes: |
| 1. **Cloakrooms** | |
| * Pupils should take all their belongings into classes with them and not use cloakroom. | |
| Yes/ No | Notes: |
| 1. **First aid roster** | |
| * A designated first aider should be rostered to provide first aid to staff. * Support for Learning Assistants should be rostered to provide basic first aid to pupils. | |
| Yes/ No | Notes: |
| 1. **Sheltering** | |
| * Identify a room to be used for sheltering pupils/ staff displaying COVID-19 symptoms, while awaiting pick up. | |
| Yes/ No | Notes: |
| 1. **Drinking fountains** | |
| * The use of drinking water fountains should be discouraged as these are likely to be a “high touch area”.   + Ask pupils to bring their own drinking water.   + Identify mains rising taps which supply potable (drinking) water to use if needed. | |
| Yes/ No | Notes: |
| 1. **Storage** | |
| * Identify an area to be used for temporary storage of desks/ chairs displaced to meet social distancing in classrooms. | |
| Yes/ No | Notes: |
| 1. **Critical childcare** | |
| * Critical is to be maintained so arrangements need to be considered for the ongoing capacity needs and designated spaces within in each school. | |
| Yes/ No | Notes: |
| 1. **Pupil support** | |
| * Identify a room to be used for individual pupils to be provided with support for learning * This room will be used where the pupil cannot be supported in the classroom without breaching physical distancing. | |
| Yes/ No | Notes: |

**Classroom/ learning space**

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| 1. **Set up** | |
| * Maximise the classroom layout to ensure pupils are seated 2m apart. * Furniture to be repositioned within classroom to support physical distancing. * Once numbers are confirmed remove all spare chairs to prevent their use. * Desks/ chairs should not be moved once the layout has been agreed. * Establish physical distancing zone around sink area. | |
| Yes/ No | Notes: |
| 1. **Ventilation** | |
| * Open internal classroom doors and sufficient windows to increase ventilation in classrooms. | |
| Yes/ No | Notes: |
| 1. **ICT** | |
| * If available, use anti viral wipes before and after use. If not, spray a paper towel to apply Quest+ and wipe. * Do not share devices between cleaning. | |
| Yes/ No | Notes: |
| 1. **Movement** | |
| * Avoid unnecessary movement around the class during the lesson. * Group activities and any close contact between individuals should be avoided. | |
| Yes/ No | Notes: |
| 1. **Sharing of resources** | |
| * Every pupil will receive a personal resource box containing essential classroom resources for their own use. * Use of shared physical resources in the classroom should be avoided. | |
| Yes/ No | Notes: |

**Support for Learning**

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| 1. **Interactions with pupils** | |
| * Staff must maintain social distancing when providing learning support to individual pupils. | |
| Yes/ No | Notes: |
| 1. **Personal care** | |
| * Staff providing personal/ intimate care or carrying out a health care procedure should wear appropriate PPE. | |
| Yes/ No | Notes: |

**First Aid**

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| 1. **First Aid provision** | |
| * Where a pupil requires first aid this should wherever possible be provided where the pupil is located at the time by a designated member of staff e.g. minor ailments. * Hand sanitiser and PPE must be used by the member of staff. * Where the first aid requires the staff member/ pupil to be relocated for treatment then a designated space within the school should be allocated and used for this. * The designated space should only be used by one patient at a time and must be thoroughly cleaned after each use. | |
| Yes/ No | Notes: |

**Interval / Lunchtime arrangements**

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| 1. **Interval** | | |
| * Intervals will be staggered. * Each group of pupils should be designated an outdoor space to use at interval. * Unless there is good reason then pupils should not be allowed to remain in class unless there is a reason for them to do so. * Each designated outdoor space should be supervised by a member of staff. * Pupils should wash their hands before and after interval. | | |
| Yes/ No | | Notes: |
| 1. **“In school” Lunchtime** | | |
| * Lunchtime will be staggered. * Meals will comprise a Grab n Go packed lunch. * Meals will be delivered to each classroom. * Pupils will eat in the classroom or outside is preferred. * Pupils should wash their hands before and after having lunch. * Other than eating, pupils will not remain in the building at lunchtime unless there is a reason for them to do so. * Supervision arrangement required. * Advise parents and pupils on the use of disposable bags instead of lunch boxes for packed lunches. | | |
| Yes/ No | | Notes: |
| 1. **“At home” Grab n Go provision** | | |
| * This provision will still be available to “at home” pupils requiring a grab n go packed lunch. * Arrangements should be made to ensure social distancing for collection between 12noon to 1.00pm during term time. * Staff supervision should be arranged . * Individuals collecting a bag should be encouraged to do so as quickly as possible and to avoid congregating in the school grounds. | | |
| Yes/ No | Notes: | |

**Toilets**

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| 1. **Allocating toilets** | |
| * While at school, pupils should only use the toilets assigned to their group. * Pupils should only use WC/ urinals one at a time. * Establish queuing zones to maintain physical distancing. * Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times.. | |
| Yes/ No | Notes: |
| 1. **Unallocated toilets** | |
| * Toilets that are not required due to the decreased capacity should be locked or marked as out of use. | |
| Yes/ No | Notes: |
| 1. **Consumables** | |
| * Schools have been allocated further additional funding to pay for ordering additional demand for paper towels/ toilet roll and soap. * Monitoring ensures a constant supply of soap, paper towels and toilet rolls throughout the day. * Bins are emptied regularly. * Central (Sealock House) stock of consumables ordered as contingency for supply shortfall. | |
| Yes/ No | Notes: |
| 1. **Loitering** | |
| * Pupils should be encouraged not loiter in the toilets . | |
| Yes/ No | Notes: |
| 1. **Supervision** | |
| * During busy periods, staff should supervise the use of toilets, queuing zones and limit the number of pupils entering so as to maintain physical distancing. | |
| Yes/ No | Notes: |

**Cleaning**

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| 1. **Day time cleaning during school hours** | |
| * Every school will be allocated at least one daytime cleaner. * Increased frequency of cleaning throughout the day at high touch point areas such as:   + Light switches   + Door handles   + Banisters, etc. * Time permitting, daytime duties will include cleaning of unused space in the school to reduce demand on daily cleaning out with school hours. | |
| Yes/ No | Notes: |
| 1. **Increased cleaning frequency out with school hours & staff flexibility** | |
| * Increased frequency in general cleaning from three times a week to daily. * Cleaning staff will be deployed flexibly from within the wider workforce to counteract staff shortages in any establishment. * Deep cleans will be completed prior to school buildings being reopened in June and August. | |
| Yes/ No | Notes: |
| 1. **Toilets** | |
| * Toilets to be wiped down and disinfected after every interval and after lunchtime. | |
| Yes/ No | Notes: |
| 1. **Body fluid spills** | |
| * Janitors are trained to clean up body fluid spills using the correct PPE. | |
| Yes/ No | Notes: |