



## Buckingham School

### Reopening of School During a Coronavirus Epidemic

### Method Statements for September 2020

Updated March 2021

#### 1. Arrivals/Departures

1. Students will enter and exit through their designated gate.
2. Students should maintain strict social distancing on the way to and from school and should not mix with students from outside their year group bubble.
3. Students should have a face mask with them and put it on before entering the building and should wear it whilst in all indoor spaces, including classrooms. The exception to this is whilst eating or drinking.
4. Parents/carers should **not** be allowed into school and should remain 2m apart.
5. Once in school students should go directly to their form room.
6. Once in the classroom students should sit at their allocated desk and await instructions.
7. At the end of the day students will be dismissed and should leave the school site via the gate they entered through, unless they are taking the school bus, in which case they should line up on the MUGS.
8. Students should go directly home and ensure strict social distancing rules are adhered to.
9. Under no circumstances should students mix with anyone outside of their teaching group for that day.

#### 2. Moving around the school

1. Students should follow the one-way system that will be displayed in the corridors.
2. Students should only leave their classrooms at their allocated times and when they have permission to do so by their classroom teacher.
3. Students should not mix with anyone outside of their bubble.
4. Students should wear a face covering whilst moving around the school and in all indoor space, including classrooms. The exception to this is whilst eating or drinking.

#### 3. Handwashing and hygiene

1. Students will be asked to hand sanitise upon arrival to school, there will be hand sanitisers in every corridor.



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2. Staff and pupils should wash hands more frequently including before school, upon arrival at school, after using the toilet, after coughing or sneezing and before eating.
3. Hand sanitisers will be provided in corridors outside classrooms and some in each department area – teachers will supervise their use to ensure compliance and to prevent inappropriate use.
4. Staff should ensure all students sanitise their hands before they leave a classroom.
5. Students and staff should not shake hands or use shared cups or water bottles.
6. Staff and pupils will follow the NHS guidance on appropriate handwashing technique



# Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15–30 seconds



# Alcohol handrub hand hygiene technique – for visibly clean hands



1 Apply a small amount (about 3 ml) of the product in a cupped hand



2 Rub hands together palm to palm, spreading the handrub over the hands



3 Rub back of each hand with palm of other hand with fingers interlaced



4 Rub palm to palm with fingers interlaced



5 Rub back of fingers to opposing palms with fingers interlocked



6 Rub each thumb clasped in opposite hand using a rotational movement



7 Rub tips of fingers in opposite palm in a circular motion



8 Rub each wrist with opposite hand



9 Wait until product has evaporated and hands are dry (do not use paper towels)



10 The process should take 15–30 seconds



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#### 4. Social distancing

1. Children and staff should reduce contact as much as possible.
2. Students should only mix in small and consistent groups (these will be different sizes depending on the year group - in KS3 these will be the size of a form group, in KS4/5 these will be the size of a year group), except for brief transitory movement.
3. Groups of students should stay away from people outside of their groups, except for when passing in transit around the school site.
4. Teaching staff should keep to groups assigned to them wherever possible.
5. If there has to be changes to the teaching rota the duty member of SLT or cover manager must be informed who will keep a record of which teacher was with each group.
6. In all key stages students will be timetabled to move to specialist teaching rooms.
7. Social distancing should be taken into consideration, where this is not possible then arrangements should be made to minimise possible spreading. Normal physical interactions, such as hugging, are forbidden.
8. Pupils should be assigned a desk according to seating plans and should remain in their desk for the duration of the lesson and for each subsequent time they are taught in that room.
9. At the end of the school day students should follow social distancing guidelines set out by government.

#### 5. Toilet use

1. Toilets should only be used during break times and lunchtimes and students should use the toilets designated for their year group.
2. Students should not be allowed to leave the classroom at any other time to visit the toilet.
3. On the way to/from the toilet students should follow the one-way system laid out and adhere to strict social distancing measures.
4. Students must ensure they follow NHS guidelines on handwashing (posters will be made available in the toilets).
5. Once students have finished in the toilet they should return to their classroom or designated break area, following the one-way system and adhering to social distancing measures.



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#### 6. Break and Lunchtimes

1. No eating in classrooms unless it is a wet break. Only water may be consumed in these rooms.
2. Groups will be assigned break times and lunchtimes which will be shown on their timetables.
3. There will only be a maximum of 2 year groups at a time on break or lunch but these groups will be assigned different areas of the school.
4. At no point should students leave their designated break area to go anywhere other than the toilet.
5. Students should not mix with students from other groups during their lesson or break times.
6. When queuing for food or in inside communal spaces students should wear a face covering.

#### 7. Classroom environment

1. Students should go directly to their form rooms when they arrive in school.
2. When in the classroom they will sit in their seats which will be arranged facing the front. All students will be timetabled to move around the school to a limited number of classrooms, they should be assigned a desk and use it each time they are taught in that classroom.
3. Teachers will have an assigned space at the front of the class, which will be 2m away from all students.
4. Students will move to the room assigned on their timetables.
5. Teachers are to take a register of the students in their class using Go4Schools as normal.
6. Students should only leave their teaching desk when their teacher has given them permission and they are following safe social distancing practices.
7. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.



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8. Resources such as books, pens and pencils can be shared within the bubble but must be cleaned between use by other bubbles (or quarantined)
9. Children are told to only use the designated toilet (see toilet use method statement).
10. Teachers should use the rainbow system to request assistance should they need it.
11. Students should bring their own equipment and remain with this equipment, e.g. laptops, pens, books, glue.
12. At the end of the day or the lesson where students are moving rooms, the teacher should ensure that the room is tidy, all litter is picked up and desks are cleaned with cleaning fluid.
13. Classrooms should be well ventilated and the door left open.
14. Students and staff should wear face masks whilst in the classroom.

#### 8. Dealing with suspected cases of corona-virus in school

1. If anyone becomes unwell with any of the below suspected symptoms of corona-virus during the school day they must be sent directly to the small meeting room outside the student office and the duty SLT member **must** be made aware by radio.

Covid-19 symptoms include:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

2. The duty first aider will assess the situation, if direct personal care is required then the following PPE should be worn by the first aider



3. Following assessment if it is a suspected case of Covid-19 parents **must** be called and they should be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

4. Whilst awaiting collection student should be moved to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation.



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5. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet outside SSU. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. **(Site Team to be advised)**
6. In an emergency, call **999** if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
7. PPE should continue to be worn by the first aider caring for the child while they await collection if a distance of 2 metres cannot be maintained
8. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or if the child subsequently tests positive.
9. If a member of staff subsequently develops symptoms as above, then they can book a test.
10. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected areas with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
11. SLT will inform site staff who will organise for cleaning of core areas.
12. SLT will inform staff that have been in contact with the student in that day.
13. The headteacher or a member of senior staff will contact parents where appropriate

### 9. Dealing with confirmed case of corona-virus in school

1. When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19) they are advised to arrange to have a test to see if they have COVID-19. The symptoms are as below:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
2. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the 10 days after the individual tested positive.
3. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.





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4. Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

5. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

6. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after they were last in close contact with that person when they were infectious. Close contact means:

- face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- sexual contacts
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

7. The health protection team will provide definitive advice on who must be sent home.

8. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

9. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

10. if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

11. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10



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days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

12. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

13. Further guidance is available on testing and tracing for coronavirus (COVID-19).

14..Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.

#### **10. Lateral flow testing**

1. The school will aim to test as many pupils and staff as possible upon their return to school, using the lateral flow devices. Three tests will be offered to each individual, spaced 3-5 days apart. A positive confirmatory PCR will be required for all positive cases.

2. All staff will be offered twice weekly lateral flow tests. A positive confirmatory PCR will be required for all positive cases. These tests will be taken at home and it is the responsibility of the staff member to inform the school of their results.

3. Once the initial three tests have been given to pupils upon their return they will be issued with two lateral flow tests a week to test themselves at home. It is the responsibility of the pupil to inform the school of their results.

#### **11. Distribution of soap and alcohol hand-rub.**

1. Site team to ensure soap dispensers are full from the start of each day.

2. Site team to check adequate stock of soap throughout the day and fill-up when necessary.

3. Site team to check adequate stock of alcohol hand-rub in dispensers around the school and fill up when necessary.

4. When stock levels are low site team should inform the business manager who will ensure stocks are replenished.

5. Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.



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#### 12. Staff Routines

1. Whilst on site all members of staff should adhere to all aspects of the school's Covid-19 risk assessment and all relevant documents associated with it.
2. The school's normal policies on safeguarding apply, as well as the addendum on Covid-19.
3. Form tutors should be in the classroom before 8.20 to welcome students who arrive early.
4. All students should be assigned a desk for each classroom they are taught in and should remain at this desk all the time. All seating plans should be saved on G4S for every class.
5. Students should not be left unsupervised, except for when moving between classrooms.
6. Should teachers need to leave the classroom for any reason other than moving between classes they should contact a member of senior staff via Rainbow.
7. During staff non-contact time it is important that teachers adhere to strict social distancing measures.
8. Staff should wear a face covering when in inside communal spaces, including whilst teaching. The use of a visor instead of a facemask is not recommended.
9. Staff should ensure that all rooms are well ventilated and the doors are left open during teaching.