



Serenity School

Coronavirus (COVID-19)

December 2021

**Handbook for Employees & Agency
Staff**

Introduction

Following the recent emergence of the new Omicron Covid variant, the government has announced the temporary introduction of new precautionary measures, while the variant is tracked and assessed. As a result, we are reflecting these measures in this guidance and doing all we can to ensure that all staff, pupils and visitors are kept safe.

If you are feeling concerned or apprehensive about contacting Covid-19 virus, we would encourage you to speak to the Head Teacher to discuss the measures that have being put in place.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we continue to remain open to all students in line with government guidelines.

Guidance however changing frequently, and we will keep you updated through email updates, so please check your emails daily.

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All this guidance is current, but things may change quickly, and we will continue to update our response in line with government guidelines.

If there is a spike in cases, we may have to implement a contingency plan and different controls may be introduced.

We will endeavour to keep you updated with any changes as soon as we can

1. Risk Assessment

The Head Teacher / Governing Body have undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance.

A copy of our risk assessment can be found on the school website

2. Testing

Staff will be required to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart.

Pupils should also continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.

There is no need for primary age pupils (those in year 6 and below) to test.

We are no longer required to carry out contact tracing unless in exceptional cases – NHS Test and Trace will do this directly.

Only close contacts of suspected or confirmed cases of the Omicron variant of COVID-19 must self-isolate and book a PCR test, regardless of age or vaccination status (as instructed by NHS Test and Trace or their local health protection team).

For other variants, close contacts do not need to self-isolate if they are fully vaccinated, below the age of 18 years and 6 months, taken part in or are currently part of an approved COVID-19 vaccine trial or are not able to get vaccinated for medical reasons. Instead, they will be advised by NHS Test and Trace to take a PCR test.

Please notify the Headteacher via phone/text/email as soon as possible if you or somebody in your household, has tested positive to Covid 19.

3. Procedure for Staff Displaying Symptoms of COVID-19 (*See appendix A)

If you display symptoms whilst in school, you should notify the Headteacher in the first instance or an Assistant Headteacher in their absence before leaving the school premises, avoiding contact with others. If teaching, you must wait until supervision has arrived for your class before leaving.

You must carry out a Lateral Flow test as soon as possible and if this is positive, you must inform the headteacher immediately begin to self-isolating immediately.

If you show symptoms **or** get positive lateral flow test result **at home**, you should stay at home and start self-isolating immediately. You must telephone the office before 7.30am, and inform your Line Manager and Head teacher via email before 7.30 am.

Members of your household should also start self-isolating, unless they are fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial.

You must take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace.

Close contacts or household members of a positive case* are exempt from self-isolating if any they are fully vaccinated, below the age of 18 years and 6 months, taken part in or are currently part of an approved COVID-19 vaccine trial or not able to get vaccinated for medical reasons

If you are infected (or suspected to be infected) with the Omicron COVID-19 variant, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.

4. Masks and Face Coverings

Face coverings help to protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.

Current guidelines recommend that masks should be worn by all staff and adult visitors in corridors and communal areas and all pupils in year 7 and above while in communal spaces, corridors, transport to and from school (both in dedicated and in public vehicles).

Face coverings are currently not recommended in the classrooms and do not need to be worn when outdoors.

While we encourage Key Stage 2 pupils to wear face coverings, health advice continues to be that primary-aged children should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors.

See [circumstances where people are not able to wear face coverings](#) for exceptions to this.

5. Arrangements

Current guidelines do not recommend that it is necessary to keep children and young people in 'bubbles'. This means that bubbles are not needed, and assemblies and lunch will continue to run as normal. However, in the event that we need to implement our contingency plan, it may become necessary to reintroduce 'bubbles' for a temporary period to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

6. Clinically Vulnerable

In line with guidelines, staff previously considered clinically extremely vulnerable (CEV) should, follow the same COVID-19 precautions as all other staff, but may wish to take extra precautions.

Staff should continue to follow any additional precautions advised by their clinician.

7. Assemblies / Gatherings / Events

The government has advised that school should continue to hold full school assemblies, indoor and outdoor events unless advised against this by Public Health England or as part of our outbreak management plan. This means that assemblies can continue.

8. School Trips and Off-Site Provision

All educational day visits and trips will be subject to a full and thorough risk assessments, and we will refer to any public health advice, such as on hygiene and ventilation, as part of the risk assessments.

Our school is not currently planning or arranging any residential or international school trips at this time.

Current guidelines are that indoor and outdoor **sport** can go ahead. We will continue to review the guidelines and update our Risk Assessment for all off site provisions.

9. Travelling to School

Face coverings are now mandatory in transport hubs and public transport, including taxis and private hire vehicles.

10. Curriculum

Current guidelines require schools to maintain their capacity to deliver high quality education across this academic year. As a school, we will continue to focus on doing this while also supporting staff and pupils "health and wellbeing". In the rare event that we are unable to deliver the full curriculum due to an outbreak management plan, we will adopt a flexible approach to curriculum delivery

11. Behaviour

Behaviour will continue to be dealt with in line with the school's Behaviour for Learning Policy unless our contingency plan is in place which may mean that students will be expected to follow additional rules with regards to infection control.

12. Staff / Rest Room(s)

Staff should practice good hand and respiratory hygiene in the staff / rest room (s) and kitchen areas. It is important to try to avoid crowding round tea urns, kettles, and fridges and to ensure that occupied spaces are well ventilated

All staff should wash / sanitise their hands on arrival. All staff should wipe down surfaces and contact points after use and dispose of the wipes / paper towels in the bin provided.

13. Infection Control

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will continue to enforce rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g., if they are very young or have special educational needs.

Handwashing stations are available in every toilet.

Tissues and lidded bins are available for each class to ensure good respiratory hygiene by promoting the "catch it – bin it – kill it" approach.

Staff will continue to work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Premises staff will continue to carry out enhanced cleaning regimes including additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc).

The school will continue to

- Ensure that people who are required to self-isolate do not attend school
- Advise everyone to clean their hands thoroughly and frequently for at least 20 seconds using soap and water or use the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.
- Make sure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Ensure that all occupied spaces are well ventilated
- Maintain appropriate cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc).
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases

13. Use of personal protective equipment (PPE)

Current guidelines do not recommend the use of PPE beyond what staff would normally need for their work. If a pupil or student already has routine care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when performing [aerosol generating procedures \(AGPs\)](#).

The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19. This guidance is currently under review.

If you feel that you require any additional PPE please speak to the Headteacher.

14. Stepping measures up or down

In the event that we are advised by Public Health England to take extra measures to help break chains of transmission, we have a contingency plan outlining what we would do if children, young people or staff test positive for COVID-19.

Given the detrimental impact that restrictions on education can have on children and young people, any measures we take will be for the shortest amount of time possible and in line with advice given by health authorities to help limit increases in transmission.

Responding to Covid 19 Primary Phase

If pupil shows symptoms

Teacher to send the pupil to **Reception** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform **Reception Staff** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection. The room will be cleaned after the pupil has left

If staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **their Line Manger and Head Teacher** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come into school)

If teaching in school, staff member to wait until supervision has arrived for their class before leaving

Head Teacher to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere (if providing one for a pupil aged 16 or under, you must inform their parents or guardians). See below for what the pupil or staff member should do, depending on their PCR test result

Note: Members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

If the individual is infected (or suspected to be infected) with the **Omicron COVID-19 variant**, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.

Once the individual has left the premises (or if they're at home): surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (e.g. corridors) will be cleaned thoroughly as normal

If the symptomatic individual's PCR test is **negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is **negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case* are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

*This **doesn't** apply to close contacts of suspected or confirmed cases of the Omicron variant of COVID-19, who must self-isolate, irrespective of vaccination status and age (as instructed by NHS Test and Trace or their local protection teams) and book a PCR test.

Responding to Covid 19 Secondary Phase

If pupil shows symptoms

Teacher to send the pupil to **Reception** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform **Reception Staff** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection. The room will be cleaned after the pupil has left

If staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **their Line Manger and Head Teacher** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come into school)

If teaching in school, staff member to wait until supervision has arrived for their class before leaving

Head Teacher to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere (if providing one for a pupil aged 16 or under, you must inform their parents or guardians). See below for what the pupil or staff member should do, depending on their PCR test result

Note: Members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

If the individual is infected (or suspected to be infected) with the **Omicron COVID-19 variant**, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.

Once the individual has left the premises (or if they're at home): surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (e.g. corridors) will be cleaned thoroughly as normal

If the symptomatic individual's PCR test is **negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is **negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case* are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

*This **doesn't** apply to close contacts of suspected or confirmed cases of the Omicron variant of COVID-19, who must self-isolate, irrespective of vaccination status and age (as instructed by NHS Test and Trace or their local protection teams) and book a PCR test.