


Department: Education and Children's Services		<b>RISK ASSESSMENT</b>	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: All ECS Establishments	Date: 2.9.20	
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: Dunnottar School		Isolation Room Location in Establishment: Upstairs resources room	

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate) Low, Medium & High			Control Measures	Risk level after controls are in place (delete as appropriate) Low, Medium & High		
			L	M	H		L	M	H
Spread of infection	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>GENERAL CONTROL MEASURES</u></b></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</li> <li>• encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.</li> <li>• using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</li> </ul> <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Provide supplies of resources including tissues, soap and hand sanitisers.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: <a href="https://covid19.aberdeenshire.gov.uk/">https://covid19.aberdeenshire.gov.uk/</a>. <b>Sector Advice Card</b> found <a href="#">here</a>. Please display in school to signpost to guidance.</p>	<b>L</b>	M	H

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). And good infection control guidance specifically for nurseries: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) and put in place the guidance from Health Protection Scotland. ELC Risk assessment [here](#).

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.

(Document1: [Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19 Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

**Visiting Staff Guidance:**

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li>Schools using ASN transport should provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.</li> </ul>
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> <li>Follow school's own guidance and risk assessment as other school staff</li> </ul>
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> <li>Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in)</li> <li>Only visit one school per day on days not in base school</li> <li>Do not work with more than 2 contacts per day in schools that are not base school</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>

						<ul style="list-style-type: none"> <li>A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.</li> </ul>			
					ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>Continue to offer a service remotely where possible</li> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts in a school</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>		
					Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> <li>Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>		
					Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> <li>Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>		
					Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day)</li> <li>Consider fortnightly visits so 1 school per day can be achieved</li> <li>Consider online learning using Glow or Goggle platform</li> <li>No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning.</li> </ul>		

						<ul style="list-style-type: none"> <li>See whole school risk assessment template for more information</li> </ul>
						<ul style="list-style-type: none"> <li>Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical</li> </ul>
						<p>Covid-19 – Guidance for non-healthcare settings is available <a href="#">here</a>.</p> <p>Health and Safety advice available on Arcadia <a href="#">here</a> by accessing this link, including: How to handwash, Putting on &amp; removing PPE, Decontamination &amp; cleaning processes for facilities, Optional &amp; mandatory wearing of face coverings:</p> <p>Health, Safety and Wellbeing policy is available <a href="#">here</a>.</p> <p><b>PPE</b> For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.</p> <p><b>Types of PPE required for specific circumstances:</b></p> <ul style="list-style-type: none"> <li>ROUTINE ACTIVITIES – No PPE required</li> <li>SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been.</li> <li>INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area.</li> </ul> <p><b>Face Coverings – Updated guidance from 31 August 2020:</b> Definition of face covering found <a href="#">here</a> (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found <a href="#">here</a>.</p>

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

**Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**

#### **Special Consideration for Certain Groups**

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.

Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.
- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

Consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.

Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

#### **General Advice - Staff and Pupils**

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Schools will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.

Movement between schools should be kept to a minimum until further notice, e.g. temporary/supply staff, visiting teachers, psychologists, nurses, and social workers. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching and pupil support staff. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking

				<p>additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found <a href="#">here</a>. <a href="#">ASN FAQs</a>.</p> <p>Adapt working practices for administration staff by changing rotas so no more than one member of staff in the office at any one time in order for the physical distancing of 2m to be implemented at all times. Staff member to wipe down workspace area including technology equipment when finished.</p> <p>Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in <a href="#">Nursery, Primary and Special Schools</a> and <a href="#">secondary schools</a>. Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p> <p>A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings.</p> <p>Where possible groups should be kept apart. For example, in open plan areas consider clear demarcation and separation between areas. Reduce the movement of groups across different parts of the school estate where possible.</p> <p>Schools should avoid assemblies and other large group gatherings. Where this is necessary to do so alternative mitigating actions should be put in place, such as limiting the time spend together.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.</p> <p>Consideration given to emergency evacuation procedures/ fire drill &amp; muster point classes to be well space out in the playground area and staff to keep 2m separation where possible. Drill practice to be carried out with staff and pupils lead by the Head Teacher.</p> <p>It is recommended that staff tie their hair back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <p><b><u>General Advice - Facilities</u></b></p> <p>Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support. The allocation of this will be based on formula based on school size.</p>			
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				<p>Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. Materials to be stored in locked cleaning cupboard.</p> <p>As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found <a href="#">here</a>.</p> <p>Bins for tissue waste provided in each of the classrooms. SLT will highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.</p> <p>All toilet areas to contain signage highlighting good handwashing routines.</p> <p><b>Ventilation</b> Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.</p> <p>Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open /are hard to open.</p> <p>Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health &amp; Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use. However, internal fire doors <b>must</b> be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <p>External Fire Doors if opened to facilitate lunchtime queues must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p>			
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People with symptoms attending ECS sites	Staff  Children & young people  Visitors	Infection of staff, children and visitors	L	M	H	<p><b><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></b></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from <a href="#">Test and Protect</a> here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Have a location where potentially symptomatic pupils can be located until they can be collected. Please access guidance <a href="#">here</a> and see detailed information below. (Location- First Aid from, next to the office.)</p>	L	M	H
Spread of infection.  Infection of staff, children & visitors.	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	H	<p><b><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></b></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> <p>Staggered drop off times to be used (8:55am to 9:15am). Children to enter the school grounds through the front gates. Parents are not to enter the PLAYGROUND or BUILDING unless in an emergency. Parents to avoid waiting on the pavements surrounding the school and maintain 2m social distancing.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering and leaving the building, hand sanitiser should be made available. Everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building. When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p>Parents/carers are not permitted to drop off any items for pupils at reception to reduce potential transfer of infection.</p> <p>Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.</p>	L	M	H

<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></b></p> <p><b><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></b></p> <p>Please find guidance <a href="#">here</a> for QR Code Set Up. Please find a copy of the Data Collection Sheet <a href="#">here</a> &amp; GDPR Template <a href="#">here</a>. Guidance on Collection of Visitor Details <a href="#">here</a>.</p> <p>Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors to follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and complete a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p> <p><b><u>Instrumental Instructors</u></b>  Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.  Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><b><u>Individual and Class Photos</u></b>  QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p>	L	M	H
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Spread of infection.  Infection of staff, children & visitors.	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<b><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b>  Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.  Reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room.	<b>L</b>	<b>M</b>	H	Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.		
Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	L	M	<b>H</b>	<b><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></b>  Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.  Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.  Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.  Risk Assessment created for Special Schools personal care found <a href="#">here</a> .						
Infected person attending the site	Staff  Children & young people  Visitors	Risk of infection to other people	L	M	<b>H</b>	<b><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></b>  Guidance document for first responders <a href="#">here</a> that covers the use of PPE and CPR. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.  Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).  Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell: - If over age of 16 they should go home as soon as symptoms noticed - Under the age of 16, parents/cares contacted and to follow guidance for households. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. - A separate bathroom should be designated for the individual to use.	<b>L</b>	M	H			

- Private transport to reach home should be used where possible.
- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.

All First Aid Kits to contain PPE: gloves, aprons and masks.

Additional guidance for staff is available here:



Guidance for School Staff on Personal Prot

It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.

Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#).

Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.

### **COVID related illnesses during attendance at establishments**

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate.

#### With the Individual

1. Student member removed and sent to the designated isolation room/space. Staff member to put on the face covering that has been provided.
2. School Office phoned to request immediate collection and individual to return home.
3. Parent/carer or staff should be made aware of the Test and Protect process and also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

#### With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.

4. Alternative locations are found for classes due to be in that room/area.

*Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.*

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

If area has been quarantined for 72 hours, then Enhanced cleaning applies.

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1\\_covid-19-guidance-for-non-healthcare-settings.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

**Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting**

**Cleaning and Disinfection**

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

						<p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-<b>Health Protection Scotland</b> kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<b>H</b>	<p><b><u>OUTBREAK MANAGEMENT</u></b></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> <li>Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></li> </ul> <p>If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> <li>Attendance at multi-agency incident management team meetings</li> <li>Communications with pupils, parents/carers, and staff</li> <li>Provide records of school layout / attendance / groups</li> <li>Implementing enhanced infection, prevention and control measures.</li> </ul> <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p>	<b>L</b>	M	H
<p>Spread of infection.</p>	<p>Staff</p> <p>Children &amp; young people</p>	<p>Cross contamination of infection.</p>	L	M	<b>H</b>	<p><b><u>CLASSROOM MANAGEMENT</u></b></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p>	<b>L</b>	M	H

<p>Infection of staff, children &amp; visitors.</p>	<p>Visitors</p>	<p>Infection of staff, children and visitors</p>			<p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure a suitable disinfection product is available in all IT rooms and shared classroom spaces. Staff to wipe down any shared resources.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Remove resources which present cleaning challenges, e.g. fabric materials –beanbags, soft seating, etc. Construction materials will be cleaned after use.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.</p> <p>Keep surfaces clear to make cleaning easier.                      Box of tissues in each class.</p> <p>Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</p> <p>Children and teacher should agree the handwashing routine for the day for their group. Hand sanitiser at the entrance of the main school building and cabin.</p> <p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p><b>Instrumental Instructors</b>  Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.</p> <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p>			
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				<p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p> <p>Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.</p> <p>Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils</p> <p>Pupils should clean their own instruments under the guidance and instruction of the instructor</p> <p>Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson</p> <p>Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school</p> <p>Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)</p> <p>Drumsticks should not be shared</p> <p>Bows should not be shared</p> <p>Each pupil should have their own copies of sheet music.</p> <p>Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson</p> <p>Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session</p> <p>PE should be outdoors and shared equipment will be cleaned after use. Guidance for PE found <a href="#">here</a>. Pupils to wear PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms.</p> <p>Library books and home reading books should be quarantined for 72 hours upon return to school and a procedure needs to be developed in classrooms. A dedicated quarantine area can be set up.</p> <p><b>Marking Jotters</b></p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p>			
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<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>STAFF AREAS/BASES</u></b></p> <p>The same social distancing and hand washing hygiene applies to all staff. Staggered breaks as per children's breaks to avoid congestion/contact.</p> <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p>	L	M	H
<p>Spread of infection during canteen use / break and lunchtimes</p>	<p>Staff</p> <p>Children &amp; young people</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b>BREAK AND LUNCHTIME</b></p> <p>If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken. Pupils not to return to school before 1.15pm if a home lunch.</p> <p>Staggered handwashing for snack and lunchtimes. Staggered toilet breaks. Staggered break times to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b> Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found <a href="#">here</a>.</p> <p>Discuss provision and delivery with Area Catering Officer or Unit Supervisor. <b>A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks. This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7<sup>th</sup> September.</b> This will assist with the flow of pupil queues.</p> <p>Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p>	L	M	H

					<p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>Catering Risk Assessment found <a href="#">here</a>.</p>			
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<b>Process/Activity:</b> Infection Prevention & Control	<b>Location:</b> All ECS Establishments	<b>Date:</b> 2.9.20
<b>Establishment RA Author:</b> L. Williams	<b>Date of Review:</b> 20.9.20	

Version Reference	Date	Updates
Version 1	02.08.2020	
Version 2	06.08.2020	<p><b>Added:</b> Link <a href="#">here</a> for an occupational risk assessment from the Scottish government and recommended by Health &amp; Safety colleagues for managers with members of staff returning from shielding.</p> <p><b>Added:</b> Link <a href="#">here</a> for advice for people with specific medical conditions, and wording in this section updated.</p> <p><b>Added:</b> It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching and pupil support staff. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p><b>Added:</b> Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p> <p><b>Added:</b> When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p><b>Amended Text:</b> Risk Assessment created for Special Schools/Community Resource Hubs personal care found <a href="#">here</a>.</p> <p><b>Added:</b> <u><b>COVID related illnesses during attendance at establishments</b></u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below as a guide to the response required:</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> <li>Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.</li> <li>School Office phoned to request immediate collection / staff member returns home.</li> </ol>

8. Parent/carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.
9. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
10. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

5. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
6. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
7. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
8. Alternative locations are found for classes due to be in that room/area.

**Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following covid-19-decontamination-in-non-healthcare-settings guidance.**

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1\\_covid-19-guidance-for-non-healthcare-settings.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

**Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting**

**Cleaning and Disinfection**

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes. Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures. In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-**Health Protection Scotland** kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

Version 3

17.08.2020

**Removed:** Please access guidance [here](#) and see detailed information below. (as hub-based information)

**Added:** In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.

**Removed:** or a negative test is received. (Advice from Health & Safety is that isolation has to be completed even if a negative result is received from testing.)

**Added:** Guidance for PE found [here](#).

**Updated:** Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

**Added:** When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

**Added:** Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#).

**Added:** Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#). (Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN)

**Added:** Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

If area has been quarantined for 72 hours, then Enhanced cleaning applies

**Added: Marking Jotters**

It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.

**Removed:** Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.

		<p><b>Added: Sector Advice Card</b> found <a href="#">here</a>. Please display in school to signpost to guidance.</p> <p><b>Flowchart Added:</b> If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart <a href="#">here</a> as a guide to the response required. Advice <a href="#">here</a> for people advised to self-isolate.</p> <p><b>Removed:</b> Only maintenance to take place during normal school hours and; Please access guidance <a href="#">here</a> and see detailed information below. (updated advice added). Benchmark information regarding numbers can be found <a href="#">here</a> in guidance for the safe use of places for worship. (advice for adults attending places of worship, not children who fall under different category regarding social distancing).</p> <p><b>Amended:</b> Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground.</p> <p><b>Amended:</b> Additional guidance for all staff who work with and support children and young people with additional support needs can be found <a href="#">here</a>. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service. (Document1:<a href="#">Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers</a>; Document2: <a href="#">Covid-19Guidance ASN Peripatetic Services</a>; Document 3: <a href="#">Covid-19 Guidance Escorts</a>; Document 4: <a href="#">Guidance on re-opening school age childcare services ASN</a>; Document 5: <a href="#">ASN FAQs</a>).</p>
Version 4	25.08.2020	<p><b>Amended Lunchtime Info:</b> A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7<sup>th</sup> September.</p> <p><b>Added: Catering Info:</b> Catering Risk Assessment found <a href="#">here</a>.</p> <p><b>Added:</b> Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p><b>Added: Instrumental Instructors</b> Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p>

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.

The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.

Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.

Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils  
Pupils should clean their own instruments under the guidance and instruction of the instructor  
Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school  
Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)

Drumsticks should not be shared

Bows should not be shared

Each pupil should have their own copies of sheet music.

Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson

Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> <li>Can schools using ASN transport please provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.</li> </ul>
ASN Teacher	Base school only location	<ul style="list-style-type: none"> <li>Follow school's own guidance and risk assessment as other school staff</li> </ul>
ASN Peripatetic Staff & Allied Health Staff	Base school & one other location per week	<ul style="list-style-type: none"> <li>Follow the school guidelines in their base school but must only work with 2 contacts (an individual, a group or class) in the other school.</li> <li>Only one school per day and must follow contact rules</li> <li>Whichever school a staff member works in most will be their base school. In their base school they should follow school guidance in the same way that other staff do.</li> </ul>

ASN Peripatetic Staff (e.g. Relief PSA)& Allied Health Staff	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>• Only work with 2 contacts (an individual, a group or class) in each school.</li> <li>• Not more than one school per day and follow contact rules</li> <li>• A school will need to know whether a PSA has worked in other schools within the last 7 days as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.</li> <li>• Support Services (EAL, EPS, Sensory Support) will continue to work remotely wherever possible, with physical visits in schools being by exception for just now</li> <li>• Inclusion, Equity &amp; Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – should be ready to go out very soon</li> <li>• They are also exploring how we can introduce the NHS “Near Me” video consulting system to schools so that Health colleagues can offer a service whilst keeping physical visits to school to a minimum</li> </ul>
Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> <li>• Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2</li> <li>• Undertake risk assessment for each staff member</li> </ul>
Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day)</li> <li>• Consider fortnightly visits so 1 school per day can be achieved</li> <li>• Consider online learning using Glow or Goggle platform</li> <li>• No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning.</li> <li>• See whole school risk assessment template for more information</li> </ul>
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> <li>• Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment</li> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Reduce number of visits where practical</li> </ul>

**Face Coverings – Updated guidance from 31 August 2020:**

Definition of face covering found [here](#) (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared

- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings **in classrooms** as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs **and learners who are acquiring English as a language** should be considered, **and possible clear alternatives explored**.

**Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**

Added: **Individual and Class Photos**

QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.