



ESPRIT MULTI ACADEMY TRUST - HAMILTON ACADEMY

SCHOOLS COVID-19 OPERATION GUIDANCE JANUARY, 2022 2022 (updated Government Guidance 27.01.2022)

Supporting Documents

Recovery Curriculum Policy
Health & Safety Policy
Remote Education Policy

Risk assessment

Our Trust seeks to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our education settings. Schools will ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level, in line with Government Guidance.

Schools will continue to review their plans regularly and monitor that the controls are:

- effectively working as planned
- updated appropriately considering any issues identified and changes in Public Health England advice

SEPTEMBER, 2021	
Location / Site	HAMILTON ACADEMY
Activity / Procedure	Schools COVID-19 Operational Guidance (January, 2022) COVID-19 Contingency Framework: Education and Childcare (June, 2021)
Employees	YES – via Leadership
Children	YES – via Teachers
Visitors	YES – via Office Staff
Contractors	YES – via Sites Manager

AREA	SECTION 1 To reduce the risk of transmission of Coronavirus in school			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
	<p>Ensure good hygiene for everyone</p> <p>Maintain appropriate cleaning regimes</p> <p>Keep occupied spaces well ventilated</p> <p>Follow Public Health England advise on testing, self-isolation & managing confirmed cases of COVID-19</p>			
<p>Ensure good hygiene for everyone</p> <ol style="list-style-type: none"> 1. Frequent and thorough hand cleaning to take place regularly to ensure that children’s hands are cleaned regularly. This will be done with soap and water or hand sanitiser 2. The Catch It / Bin It / Kill It approach will be taught, modelled and encouraged throughout the school. The e-Bug COVID-19 website contains free resources which can be to support the teaching of good hand and respiratory hygiene 3. Staff will continue to follow the usual PPE requirements only which include wearing gloves an apron when cleaning body fluids. However, if a child displays COVID-19 symptoms, they are to be isolated in the designated area (Medical Room) and staff must wear a face covering, apron and gloves whilst attending to this pupil. PPE used in this instance must be appropriately bagged and retained in the quarantine area for 72 hours (within the enclosed container in the Y2 playground at Hamilton Academy) this should be disposed of by the site team in the usual waste <p>Maintain appropriate cleaning regimes</p> <ol style="list-style-type: none"> 4. Amended risk assessments for asthmatics to use Milton rather than C-19PRO spray to avoid reactions to airways. 5. Janitorial duties with involve the replenishment and disposal of these sprays. 6. External cleaners on site will follow their own workplace risk assessment 7. The school will be cleaned by external professional staff daily and external professional deep cleans take place termly 8. Staff will complete regular cleaning of shared areas / touch points used by different groups and frequently touched surfaces as they vacate the area 9. Particular attention to the toilet areas after both breaks and lunchtime 10. In the event of the Isolation Room (Medical Room) being used by a symptomatic person, a sign must be displayed requested an enhanced clean takes place that day by the external professional cleaning team 11. C-19 spray will continue to be used in the cleaning regime by staff and visitors using the toilet 12. C-19 spray/Milton will continue to be used in communal areas <p>Keep occupied spaces well ventilated</p> <ol style="list-style-type: none"> 13. When school is in operation, staff will ensure that school is well ventilated and a comfortable teaching environment is maintained. 14. NBA – small office area in Nursery building – door must be kept ajar if there is more than one person present. (recommended one person only in this office space) 15. Co2 monitors are to be in situ in each classroom and monitored by classroom staff to ensure adequate ventilation. If the reading is over 800 parts per million then windows and doors should be opened until the reading falls below this number <p>Follow Public Health England advise on testing, self-isolation & managing confirmed cases of COVID-19</p>				

16. When an individual (pupil/staff/other adults) develops COVID-19 symptoms or has a positive test, they will follow Public Health advice on when to self-isolate and what to do - this will include having 2 negative Lateral Flow Tests (24 hours apart and you do not have a high temperature) on days 5 and day 6 onwards <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
17. They will not come into school.
18. Pupils and staff developing symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> on site, however mild, will be sent home and told to follow Public Health advice
19. Anyone with symptoms must not use public transport or taxis and be collected by a member of their family or household
20. If a child displays COVID-19 symptoms, they are to be isolated in the designated area (Medical Room) and staff must wear a face covering, apron and gloves whilst attending to this pupil. PPE used in this instance must be appropriately bagged and retained in the quarantine area for 72 hours (at Hamilton Academy, this is the garages) this should be disposed of by the site team in the usual waste
21. Anyone aged 5 years and over, who has been identified as a contact of someone with covid-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid Lateral Flow Test every day for 7 days. If any of these Lateral Flow Tests are positive, they should self-isolate in order to protect other people.
22. If you (pupil/staff/other adults) are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new ~~10~~ minimum 5 day isolation period by counting ~~10~~ 5 full days from the day following your symptom onset.
23. In the event of yourself or a person in your household having a positive result, stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](#). Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](#) or a surgical mask when spending time in shared areas inside your home. Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](#) within your household.
24. Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19. If, however, you do have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing programme, and the result of this test is positive, you and your household should self-isolate and follow the steps in this guidance again. If it is more than 90 days since you tested positive by PCR for COVID-19, and you have new symptoms of COVID-19, or a positive LFD antigen or PCR test, follow the steps in this guidance again.
25. Staff (who opt in) will undertake twice weekly home tests whenever they are on-site and report the results to both the school and the Government reporting system after each LFT
26. Any staff or pupil with a positive LFT result will self-isolate in line with stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
27. In the event of a positive Lateral Flow Test, staff or pupils must obtain a PCR test either via the local testing centre or postal. If the PCR test is taken within 2 days of the LFT and is negative, this overrides the LFT test and the person can return to school providing they do not display COVID-19 symptoms <https://www.gov.uk/get-coronavirus-test>

28. School will follow information on PCR test kits for school to ensure that test kits are available
<https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>
29. Staff who test positive using a PCR, must initiate contact tracing procedures. Close contacts will be identified by the NHS Test & Trace and they must follow Public Health England advise on when to self-isolate and what to do <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
30. NHS Test and Trace will contact you to let you know that you have been identified as a close contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.
31. As well as getting a PCR test, you may also consider:
- limiting close contact with other people outside your household, especially in enclosed spaces
 - wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
 - limiting contact with anyone who is clinically extremely vulnerable
 - taking part in twice weekly [LFD testing](#)
32. Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
33. If directed, we will follow the guidance from the Local Public Health England as per COVID-19 Contingency Framework: Education and Children
34. We will follow guidance on supporting pupils at school with medical conditions <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

REVIEW				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

AREA	2. Attendance and Travel			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	Admitting children into school Attendance Travel & Quarantine			
Admitting children into school <ol style="list-style-type: none"> Pupils, parents, visitors and staff should not attend school / enter the school grounds if they are displaying symptoms or have tested positive within a 10 5 day period https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Schools have the right to refuse entry to protect other pupils and staff from possible infection Attendance <ol style="list-style-type: none"> In the event of a pupil being absent due to COVID-19 symptoms, self-isolation or quarantine code X will be recorded on the school register (not attending in circumstances related to coronavirus) additional information is captured via a sub code on the register for any COVID related absences Children who are unable to attend because they have a confirmed case of COVID-19 will be recorded as code I (illness) Code Y (unable to attend due to exceptional circumstances) must be used for pupils abroad who are unable to return https://www.gov.uk/government/publications/school-attendance In the event of pupil absence due to COVID-19, pupils eligible for benefit regulated Free School Meals who are learning at home during term time will be provided with a food hamper https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools Travel & Quarantine <ol style="list-style-type: none"> All pupils travelling to England must adhere to travel legislation details of which are set out in government travel advice https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england Additional guidance has been issued on the quarantine arrangements https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries 				
REVIEW				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

AREA	Maintaining High Quality Education			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	Remote Education Education Recovery Pupil Wellbeing Support Educational Visits Wrap Around Provision and Extra Curricular Activities			
Remote Education <ol style="list-style-type: none"> All pupils and staff will follow the Remote Education Policy in line with remote education temporary continuity direction https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note and provide remote learning for any pupil whose attendance is impacted due to a positive test result for themselves/household member A high quality remote education will be in place for the academic year 2021/2022 including any pupils facing challenges to return due to COVID-19 travel restrictions. This remote education will be equivalent in length to the core teaching taking place in school Staff will work collaboratively with families of SEND pupils ensuring that reasonable adjustments are in place 				
Education Recovery https://files.schudio.com/hamilton-infant-school/files/UPDATED_JAN_21_-_Remote_Education_Action_Plan.pdf				
Pupil Wellbeing Support Staff and the Pastoral Team will offer support https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents				
Educational Visits We will undertake full and thorough Risk Assessments in relation to all Educational Visits and ensure that any Public Health advice, such as hygiene and ventilation requirements, are included as part of that Risk Assessment. General guidance about educational visits is available https://www.gov.uk/government/publications/health-and-safety-on-educational-visits				
Wrap Around Provision and Extra Curricular Activities Extra-curricular activities will be reinstated and we will follow the guidance. School will follow the guidance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak				
REVIEW				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

AREA	Maintaining an Adequate School Workforce			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	School Workforce			
	<ol style="list-style-type: none"> 1. Clinically extremely vulnerable (CEV) are no longer advised to shield 2. CEV / CV individual risk assessments will be updated in line with guidance from DHSC 3. In the event of staff absence due to COVID-19, staff/pupil ratios will be maintained and we will ensure that we adhere to normal safeguarding / leadership practices 			
REVIEW				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

AREA	COVID-19 Contingency Framework: Education and Childcare Outbreak Management Plan			
Existing level of risk		MEDIUM	LOW	NEGLIGIBLE
Control measures				
	<p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> • Our Outbreak Management Plan (OMP) outlines how we will operate if there were to be an outbreak. It covers the possible reintroduction of bubbles and / or face coverings for a limited period to manage an outbreak if required. The OMP outlines the management of a local outbreak of COVID-19 in our academy. • We will keep records of confirmed cases in children and staff attending the setting and contact/close mixing with other cases to monitor for thresholds suggesting a possible outbreak or in-school transmission. • We will seek advice and support from our local Public Health team Tracecovid19@stoke.gov.uk • Thresholds for seeking further advice and support: <ul style="list-style-type: none"> ○ For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> ▪ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ▪ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period ▪ We will seek public health advice if a staff member, child, pupil or student is admitted to hospital with Covid-19. 			

Examples of close mixing:

- For early years, this could include:
 - a childminder minding children, including their own
 - childminders working together on the same site
 - a nursery class
 - a friendship group who often play together
 - staff and children taking part in the same activity session together
- For schools, this could include:
 - a form group or subject class
 - a friendship group mixing at break times
 - a sports team
 - a group in an after-school activity (including BASC)

[HA Outbreak Management Plan January, 2022](#)

Remaining level of
risk

MEDIUM

LOW

NEGLIGIBLE