COVID-19 SECTOR ADVICE CARD

Designed for managers and employees to guide action to prevent the spread of COVID-19; to support workplace communications and training; and take action in the event of an outbreak

Last updated: *06 August 2020*

SECTOR - SCHOOLS

This card applies to all primary schools, secondary schools, special schools and alternative provisions settings including those which are independent, residential or grant aided. For nursery classes co-located with primary school, the separate guidance for ELC applies.

Scottish Government Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020 should be followed **at all times** to reduce the risk of contracting COVID-19. It should be used to support, not replace, discussion with your NHS Board Health Protection Team.

Additional information (Click on the relevant link below)

Scottish Government Coronavirus (COVID-19): framework for decision making

Health Protection Scotland COVID-19 workforce education information and resources.

Scottish Government guidance for residential children's houses, residential schools and secure care facilities on staffing, social distancing and self-isolation

Health Protection Scotland information and guidance for social or community care and residential facilities,, including a control measure tool for the control of incidents and outbreaks incident or outbreak control tool for social or community care or residential settings - Health Protection Scotland advice for social or community care and residential settings staff Care Inspectorate coronavirus information

Health and Safety Executive coronavirus information

UK Boarding Schools Association COVID-19 guidance

Scottish Council of Independent Schools

Independent Schools Council

National Transport Guidance portal

Outdoor Learning Directory

Scottish Advisory Panel on Outdoor Education

Assist FM Catering guidance

Assist FM Cleaning guidance

Health Protection Scotland non-healthcare setting guidance

Prevent the spread of COVID-19 - SCHOOLS

The **wellbeing of all children, young people and staff** should be the central focus. **There are important actions that everyone can take to prevent the spread of the virus.**

Everyone who:

- **has the symptoms** of coronavirus (COVID-19) - a new persistent cough, fever, or a loss of sense of smell and /or taste – should stay at home and arrange for coronavirus testing;
- **is living with someone who has coronavirus symptoms** should stay at home and follow the relevant advice;
- **has returned (or come) to Scotland** from a country which is not exempt from the UK quarantine rules, should stay at home following the relevant guidance.

Everyone should **frequently wash their hands** for 20 seconds and dry them thoroughly or use hand sanitiser - always when entering the building, before/after eating and after using the toilet – and use a tissue or elbow to cough or sneeze into, dispose of tissue waste immediately and wash hands after.

There should be an **enhanced cleaning regime** including regular (at least twice daily) cleaning of commonly touched surfaces. Remove any hard to clean resources from the environment

Wherever it is safe, doors and windows should be kept open to increase **natural ventilation**

Whilst 2m distancing is not required between children or young people, schools should **encourage distancing** where possible particularly in the senior phase. Mitigations such as using all available space should be considered.

Efforts should be made to keep children and young people within the **same groups** as far as possible throughout the school day. Avoid assemblies and other types of large group gatherings.

Two metre physical distancing between adults, and between adults and children should be maintained. Where adults cannot keep 2m distance and are interacting face-to-face for a period of 15 minutes or more, they should wear face coverings. The number of people in **staff rooms** at any one time should be limited.

Movement between schools should be kept to a minimum. Parents/carers should not enter school buildings unless required.

Personal Protective Equipment: if someone becomes unwell with symptoms of COVID-19 and needs direct personal care gloves, aprons and a fluid-resistant surgical mask should be worn.. Gloves and aprons should continue to be used when providing intimate care to a child.

Anyone wishing to wear a **face covering** is allowed to do so.

Schools should follow the 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.

Workplace Communications – SCHOOLS

All pupils, parents or guardians and staff should be aware that the following should be addressed to produce a COVID-safe working environment.

- Consult with **staff**, including trades unions, to ensure **policies and procedures** include COVID-19 risk assessment and mitigations.

- Identify and support those who **should not attend** (e.g. as shielding or other health issues).

- Continue **work from home** policies and provide necessary support to those who can.

- Ensure all **staff are aware of their responsibility** to control the spread of COVID-19 in their workplace.

- Ensure **pupils and staff have access to suitable learning opportunities** in effective hand washing technique, cough etiquette and use of personal protective equipment (PPE).

- Ensure **managers and staff understand their obligations** with respect to Scotland's Test and Protect Strategy. That staff are clear how to access testing.

- Ensure **pupils and staff do not congregate** in communal areas such as canteens, arrival and entry areas, staff rooms, wash areas/hygiene stations and corridors.

- Put in place **training** which will ensure that all employees understand the requirements for control measures including physical distancing and measures to monitor adherence by all staff.

- Ensure **all pupils and staff are clear** that those who have symptoms or are diagnosed with COVID-19 and their household/other contacts do not attend work and follow advice on self/household isolation.

- Ensure **all staff are clear** that if they become unwell whilst at work they should return home and seek testing.

- Ensure **that staff are clear** on what is expected of them should a pupil or work colleague become unwell on site.

Actions in the event of a suspected outbreak - SCHOOLS

Immediate action

If there is *any* suspicion that there may be a cluster of cases in your school, the most important thing you can do is to contact your local NHS Board Health Protection Team (HPT) promptly.

Do not spend time trying to work out what you should do yourself. Your HPT will be happy to advise you on what to do.

It is very important that the expert HPT be advised as early as possible of a possible problem so they can assess the situation and offer you advice.

When should I suspect an outbreak?

An outbreak should be SUSPECTED if there are:

- two or more confirmed cases of COVID-19 in the setting within 14 days
  or
- Increase in background rate of absence due to suspected or confirmed cases of COVID-19

A suspected outbreak should be reported to the local HPT who will undertake a public health risk assessment to determine whether there is an outbreak.

Note that schools with increased rates of respiratory illness should also be alert to the possibility that this could be due to COVID-19 and contact their local HPT for further advice.

How do I contact the local HPT if I suspect an outbreak?
- **Immediately** inform your local NHS board HPT, using the local contact details found here (click on link for relevant no.): _____
- Ensure the school has a nominated point of contact (COVID lead) to liaise with the Health Protection Team

What else should I do if I suspect an outbreak?

- Continue to follow the measures to prevent the spread of COVID-19.
- Your local Health Protection Team will conduct a rapid investigation and undertake a risk assessment. You will need to work with them to do this. The HPT will advise on the most appropriate actions to take.
- Depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to manage the situation.
- The IMT will lead the Public Health response and investigations, and will work with you to put appropriate interventions in place and advise/support communication processes

What interventions might be put in place if there is an outbreak in the school?
Your Health Protection Team or Incident Management Team will work with you to identify the appropriate measures. The first step is to review implementation of core standard preventive measures and to ensure that they are in place and effective.

What else may I need to do?
The Health Protection Team or Incident Management Team will declare when the outbreak is over.