



Banks Lane Infant & Nursery School

Working together, nurturing excellence

Collaboration, Effort, Excellence, Respect

Covid Operating Instructions for Staff & Visitors-September 2020

- It is vital that all staff & visitors **sign in** at the main entrance. Visitors must include the **details** of who they are visiting, where the school the visit will take place and their **contact details**.
- Children are organised into Year group bubbles, each with its own toilets, outdoor space and additional areas (Reception-reception corridor up to class 1 and the quad, Year 1-Year 1 corridor up to class 6 and the back playground, Year 2-the front corridor up to and including class 8 & class 9, Nursery children occupy their own building & grounds). **It is vital that that children do not leave designated areas** unless for authorised activity such as Breakfast Club.
- Year groups have their own **entry & exit points** (Nursery- Nursery gate, Reception- George St West, Y1 Nursery gate & filtered right at the nursery, Y2 Hulme St gate) and classes within year groups have **staggered start and finish times**.
- Children are **supervised washing their hands** on entry and exit, prior to lunch or snacks and after using the toilet.
- **Cleaning by staff**, of touch points and equipment with antiseptic wipes and sprays is ongoing.
- Children are supervised going to the toilet (at least from the corridor) to ensure spacing.
- We would **prefer visitors to remain with selected year groups in designated areas**. Where educational benefits have been identified visitors/specialist teacher may travel from one year group bubble to another but **must observe strict social distancing, remaining 2m from children and staff** and adhere to hygiene rules (handwashing/gel between classes, no sharing of materials, avoid physical contact with door plates/furniture etc., 'Catch it, Bin it, Kill it' respiratory hygiene).
- Children **must not sing in whole class groups** and any **'background noise' should be kept to a minimum** to avoid raised voices and increased 'aerosol activity'.
- Furniture is arranged so that **children face forward/face to face contact is avoided** wherever possible.
- **Access to shared spaces** (hall, PPA room, staff room, staff toilets, stockrooms) should be limited to staff, restricted as far as possible and ensure good levels of hygiene e.g. use of hand gel/washing prior to access.

- **Parents are not permitted on site** without authorised access or for Breakfast Club drop off. Those permitted on site must remain no longer than is absolutely necessary.
- Children take their lunch in the classrooms, collected by MDAs, with orders placed by 9.30 am. Lunchtimes have been cut down by 10 minutes to facilitate MDA cleaning of tables & touch points, including toilets and emptying of bins.
- Drinking water is freely available. Children, after using a drinking cup, keep the cup at their table space for refilling as and when necessary. All cups are thoroughly washed at the end of the day.
- **Staff should observe social distancing, particularly with staff and children from different year group bubbles**, for instance leaving an empty seat in the staffroom, entering toilets only when clear and limiting the time spent in proximity, even at distance. The dining room and Food Technology room are available to staff to support in distancing.
- **No unnecessary materials** should be brought into school or shared with staff or pupils.
- **Staff should pay particular attention to kitchen/staff room hygiene.** All used utensils and crockery should be placed in the dishwasher. Antibacterial/virus spray should be used to clean microwaves and fridges.
- **Children with Covid symptoms** are not permitted in school. Those developing symptoms in school must be taken immediately to the outer entrance & placed on a plastic chair with the door open for ventilation. A member of SLT or the Pastoral Manager must be alerted immediately. Anyone unable to remain at 2m distance must wear full PPE.
- **First aid** is delivered in classrooms or year group entrances wherever possible and separate accident books are available in each area.
- **PPE is available** in the main first aid bay.
- **Staff must report medical conditions/ Covid vulnerable status** to the HT/SLT and a risk assessment must be carried out.