



The Oaks Primary School
Bringing Learning to Life

COVID-19 Handwashing and Hygiene Policy

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Hand washing

- Staff and children will wash their hands on entry to school, before break, after break, before lunch, after lunch, leaving school. In addition, hands must be washed after the children use the toilet, after they use an iPad/tablet and any time they cough or sneeze.
- Children will be supervised when washing their hands using the designated sinks in resource areas.
- Staff should ensure that all children know how to wash their hands thoroughly e.g. videos, demonstrations, games, songs.
- ‘Washing hands’ posters must be clearly visible in all washing areas and toilets. Staff should draw attention to and explain the meaning of posters.
- Staff and children should wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.
- Staff and children can also use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Hand gel dispensers must be available in all bubbles.
- Extra soap dispensers and re-fills must be readily available.
 - **Reception Bubble A: Reception class sink**
 - **Reception Bubble B and Year 1 Bubble B: Year 1 resource area sink**
 - **KWC KS1 and KS2: Year 6 Resource Area Sink**
 - **Year 6 Bubble A and Bubble B: Year 3 Resource Area Sink**
- Taps and sinks need to be cleaned after each group has used them and they are also included on the hourly cleaning rota.

Using the Toilets

Each bubble of children should use the toilets allocated to them:

- Reception – Reception toilets
- Year 1 – KS1 toilets
- Y6 – Y3/4 toilets
- KWC Y5/6 toilets
- Staff must supervise the children going to the toilet.
- Children should take note of the hand washing signs which are clearly displayed in the toilets.
- Only one boy and one girl are allowed to go to the toilet at a time
- Children’s initials to be written on the whiteboard when they are in the toilets
- Children must wash their hands thoroughly after using the toilet. Hand gel should also be used after going to the toilet **and** on re-entering classroom **in addition** to washing hands

Respiratory Hygiene

- Staff will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

(use a tissue or elbow to cough or sneeze and use bins for tissue waste)

- Staff and children are encouraged not to touch their mouth, eyes and nose if their hands are not clean

Cleaning

Prior to re-opening

- All unnecessary furniture should be removed from classrooms and other learning environments and stored in a container.
- Remove soft fabric materials from classroom areas
- Remove sand areas and play dough from Early Years
- Y1 / Y6 - children to be provided with packs of stationary labelled with their name - plastic packets (zipper) bags used for individual resources. Named tubs of resources will be provided for individuals if needed – maths cubes etc
- New books provided for learning in school – these must be stored in school
- Teachers to plan lessons so resources are individual/on a whiteboard and not shared
- Teachers to prepare resources and place them on tables ready for lesson. Resources should not be distributed during the lesson

Cleaning Packs in the Classroom

- There must be a cleaning pack in each class base which should include antibacterial wipes, spray and disposable cloths. Cleaning packs should be maintained by the class teacher and restocked as necessary using supplies from the school office.
- Each class base will have a PPE pack, maintained by the class teacher. The PPE pack will include, aprons, gloves, shield, and fabric face masks. Main supplies will be held in the school office.

Personal Protection Equipment

- PPE face coverings that staff or children are wearing must be removed by the wearer (outside) and placed into a plastic bag that the wearer has brought with them, in order to take it home. The wearer must then clean their hands.
- To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: put it in a plastic rubbish bag and tie it when full, place the plastic bag in a second bin bag and tie it, put it in a suitable and secure place (switch room) marked for storage for 72 hours. Staff must then immediately wash their hands.
- For additional information please see PPE Policy.

Cleaning throughout the Day

- All frequently touched surfaces e.g. tables, handles, sinks, taps and shared equipment must be cleaned (using antibacterial spray) at regular 2 hour intervals throughout the day (cleaning rota)
- Waste bins across schools must be emptied twice daily. All waste bins will have a lid on them.
- iPad, computers and Laptops must be cleaned using antibacterial wipes after each use
- Reception – shared stationery tubs should be cleaned with antibacterial cleaning spray / wipes / throughout each day
- Role play areas in EYFS and KS1 cleaned at 2 hour intervals each day. Maximum 2 people in a role play area

Cleaning Shared Resources at the end of the day (completed by school staff in bubbles)

- Resources should be washed in Milton each night and left to dry if different children are using them the next day
- Tables, door handles and other surfaces should be cleaned with Milton every night

- Shared books in role play areas/reading areas to be cleaned at the end of each day
- Wallets of stationary/resources need to be wiped
- Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission

Cleaning Staff

- When disposing of PPE, it **must** be placed into a plastic bag, tied and then put into a normal waste bin. Where possible, PPE must be taken off and put into the plastic bag outside.
- Disposable cloths and disposable mop heads will be used by cleaners in school
- HT/SLT/staff will check that the areas that they are working in have been cleaned appropriately. Where this is not the case. HT will raise concerns with Lisa Bower at Bolton Council.

Ventilation in Teaching Spaces

- All spaces should be well ventilated using natural ventilation (opening windows)
- Doors should remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation

Cleaning an area where a child or staff member has presented with Covid-19 symptoms

- Wearing PPE, staff must take the temperature of child /member of staff displaying symptoms
- The HT / SLT must immediately call the child's parents and request collection from school
- Staff must symptomatic child in isolation room – Year 3 classroom. The internal door must be closed and the windows kept open.
- A child displaying symptoms must be supervised by one member of staff, wearing appropriate PPE – distanced at a minimum of 2 metres apart.
- If the pupil needs the toilet, they should use the Y3/4 toilet which must then be cleaned and disinfected.
- In the event that this is a staff member they are to leave school premises
- Staff and pupils who have been in contact with the infected person must wash their hands thoroughly for 20 seconds
- The area / items that staff and pupils have been in contact with must be thoroughly cleaned and disposed of safely in line with government guidelines. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: put it in a plastic rubbish bag and tie it when full, place the plastic bag in a second bin bag and tie it, put it in a suitable and secure place (switch room) marked for storage for 72 hours. Staff must then immediately wash their hands.

May 2020

Senior Leadership Team