**What you need to know**

* Staff or Pupils should attend school in line with rotas and with regards to the communication with site leads/ CLL’s.
* As a parent if you believe that your child should be at school or you wish to discuss anything with regards to the school. Please contact the Headteacher Alan Waldron or CLL for your particular school. These are; Thomas James – Bury St Edmunds- 07714487059, Tamsyn Adcock – Ipswich- 07788148447, or Jo Steele – Lowestoft- 07730764181.
* if staff, young people or children become unwell on site with a new, continuous cough or a high temperature they must be sent home
* clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products. Cleaners have been requested to pay particular attention to the cleaning of hard surfaces each day including light switches, tables and door knobs.
* supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. Ideally wash hands after every session, the recommendation is currently every 20 mins.
* Our pupils are transported in either by parents or Taxi’s. To minimise risk Taxis have been advised to clean down the taxi after every pick-up.
* Pupils should be met at the taxi and reminded about social distancing and hygiene prior to entry to the school.
* Pupils should access eBug with the teacher to familiarise themselves as to the ways in which we should be working and why.
* Pupils and staff should maintain the 2m rule as best they can.
* Pupils should be reminded about coughing and hand or arm to mouth. Tissues should be readily available.
* Parents have been informed that should a pupil become heightened they will be contacted to attend or for a designated person to attend the school immediately due to the high health risk presented in managing pupils in this state.
* School Risk assessments will be reviewed and updated every two weeks in response to the management of COVID -19.
* The on-site staffing rota will operate on a one week on and two week off basis to manage controlling potential symptoms.
* Staff have access to PPE, masks and gloves and the Headteacher has sourced some plastic visors that could be worn in the event of spitting. We are awaiting supply and are on a priority list to receive these.
* Staff and pupils need to be reminded to ensure that once school finishes and once back at home, clothes should be put into the washing machine and ideally they should shower immediately.
* posters and lesson plans on general hand hygiene can be found on the [eBug website](https://campaignresources.phe.gov.uk/schools). These should be printed off and clearly displayed throughout the school.

**Background**

This guidance will assist staff in addressing coronavirus (COVID-19) in educational settings. This includes childcare, early years, schools, further and higher education institutions.

This guidance will be updated in line with the changing situation.

**Symptoms**

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).

For most people, coronavirus (COVID-19) will be a mild infection.

Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

**What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk, then ensure that the site leader / CLL and/or Headteacher is informed. Do not visit the GP, pharmacy, urgent care centre or a hospital but take advice from the emergency call staff.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find [guidance on cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).

**Limiting the spread of coronavirus (COVID-19) in educational settings**

Educational settings can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. You can use this [promotional poster](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19).

Staff, children, pupils, students and families should be reminded to wash their hands for 20 seconds more frequently than normal.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

**Cleaning and Waste**

You can find guidance on [cleaning and waste disposal](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).

**Tools for use in childcare and educational settings**

There is a dedicated helpline number for education and children’s social care related queries for anyone working in early years through to universities, plus parents. Please call 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday) – for any specific question not covered on this page.

PHE has a [suite of materials](https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016) that contains public health advice about how you can help stop the spread of viruses, like those that cause coronavirus (COVID-19), by practising good respiratory and hand hygiene. To access, download and share this information, you will need to register for an account which only takes a couple of minutes.

Use [e-Bug](https://campaignresources.phe.gov.uk/schools) resources to teach pupils about hygiene