

## SAFE WORKING PROCEDURE

DIRECTORATE	Education and Learning	NAME OF AUTHOR		Education Health and Safety	
ACTIVITY	Reintroduction of pupils to School (02 February 2022) v13	RA Ref No:	-	DATE	02/02/22

## Introduction

This document details the arrangements within **Education and Learning** for managing the health and safety of persons undertaking their duties within educational establishments, following the Scottish Government **Version 7.4** update issued on **01<sup>st</sup> February 2022**.

**A copy of this safe working procedure must be made available to every member of staff working in your school (either electronic or paper).**

This safe working procedure must be used in conjunction with the appropriate risk assessment for your setting (see list below):

Risk Assessment 018 (COVID-19 - ELC Reintroduction **06 January 2022**)

Risk Assessment 019 (COVID-19 - P1-7 Reintroduction **02 February 2022**)

Risk Assessment 020 (COVID-19 - S1-S6 Reintroduction to School **02 February 2022**)

This safe working procedure recognises that there are some key principles that can be applied in all settings and some more specific in others as will be detailed.

These Safe Working Procedures will be reissued to reflect any changes to the Guidance moving forward.

## Staff Responsibilities

All Staff working in educational establishments are responsible for complying with this safe working procedure and must familiarise themselves with its content.

## Safe Working Procedure and Guidance

### *Reducing exposure to persons carrying Covid-19 Virus*

#### GENERAL

- All staff working in Schools and ELC's to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**
- All staff and pupils regularly reminded that they must not come to school if they or someone in their household has developed symptoms **(a new persistent cough or increased temperature or loss of / change in a person's sense of smell.)** It can also affect the sense of taste as the two are closely linked.
- Posters should be displayed at main entrances to reinforce instructions.
- All staff regularly reminded that if they or pupils develop symptoms, they must be sent home and they must arrange a PCR test.
- A small, well-ventilated room is available where potentially symptomatic pupils and/or staff can be located until they safely leave the school site.

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- Procedures in place to reduce contact at drop off, including reinforcing at least 1-metre physical distancing (**retain 2 metre distancing wherever possible**).
- Staggered and widened drop off times AND staggered breaks/lunches in place where possible.
- Lunchbreak and other social times require careful management in line with mitigations required.
- All pupils must adhere to the current rules for the wider society when entering and leaving school.
- Where possible the use of remote working to minimise the number of staff in school at any one time is recommended.
- Advice provided on Council website/GLOW, regularly updated as the COVID-19 situation changes.
- All staff MUST follow [Home Working guidance](#) to ensure they can work safely at home and that they have the correct equipment to do so.
- Suitable ratios must always be adhered to with a minimum of 2 adults remaining in the facility.
- Care Inspectorate ratios are defined as: -
  - 2-3yrs - 1 Adult: 5 pupils
  - 3-8yrs - 1 Adult: 8 pupils
  - 8yrs+ - 1 Adult: 10 pupils
- GTCS registered staff 'should also use the above ratios as a guide, when possible, but always seeking to maintain at least 1 metre physical distancing between themselves and young people (**retain 2 metre distancing wherever possible**).
- Guidance on school trips is available at Coronavirus (COVID-19): guidance for school visits and trips - [www.gov.scot](http://www.gov.scot). See appropriate Risk Assessment and off-site procedures for further details on day trips, residential trips (including other parts of the UK) and international trips.

**Face Coverings**

- **The guidance for face coverings in Schools has not changed in Scotland.**
- Face coverings should be worn in the following settings / scenarios: -

Face Coverings	Secondary School	Primary School	ELC
To be worn by adults where they cannot keep physically distanced from children and young people.	Applies	Applies*	Not applicable
To be worn by adults where they cannot keep physically distanced from other adults.	Applies	Applies	Applies
To be worn by adults when not working directly with children, for example when moving around settings, when gathering in staff, office and admin areas, and in canteens	Applies	Applies	Applies
Parents and other visitors to the school site (whether entering the building or otherwise) including parents at drop-off and pick-up	Applies	Applies	Applies

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Classroom assistants and those supporting children with Additional Support Needs (ASN), who routinely have to work within two metres of secondary or special school pupils, should wear face coverings as a general rule. However, this should be balanced with the wellbeing and needs of the young person, recognising that face coverings may limit communication and could cause distress to some young people.		Applies**		Not applicable	Not applicable
Any adult wishing to wear a face covering should be enabled to do so.		Applies		Applies	Applies
To be worn by pupils in communal areas in schools.		Applies		Not applicable	Not applicable
To be worn by all secondary pupils in classrooms		Applies		Not applicable	Not applicable
To be worn by senior secondary pupils attending college or university for courses, or workplaces for training / work experience.		Applies		Not applicable	Not applicable

- \*Adults teaching P1/2 pupils **that are following the ELC play based model** do not require to wear face coverings when interacting with children in that class.
- \*\*Temporary removal of a face covering. There are some situations when you can temporarily remove your face covering, including if you are communicating with someone who relies on lip reading and facial expressions to communicate (try to keep a safe distance of 2 metres, if possible, especially if indoors)

**PRIMARY / ELC SPECIFIC GUIDANCE**

- All staff working in Primary schools and ELC's to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**
- Face coverings **no longer need to be worn** by children aged between 5 and 11 years on dedicated school transport in line with the position on public transport.
- **Primary / ELC pupils are not required to wear face coverings unless they wish to do so.**
- Face coverings should be worn at all times when **adults in primary schools** are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets).
- Face coverings may be used for a day, can be stored in a sealed bag when not in use and should be laundered every day.
- ELC staff are expected to wear a Type IIR fluid- resistant surgical mask if a child becomes unwell and is suspected of having Covid. These masks are **single use** and **MUST** be disposed of when taken off at any time in the day (e.g., visiting staffroom or having a conversation with a parent). A new one must be used each time following this. Staff should not wear face masks under their chin when they are not required.

**SECONDARY SPECIFIC GUIDANCE**

- All staff working in secondary schools to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**
- **ALL** secondary school pupils to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**

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- **Face coverings are to be worn by all secondary pupils and staff throughout the school at all times.**
- **Face coverings should be worn by children aged 12 years and over** on dedicated school transport (unless exemptions apply) in line with the position on public transport.
- Secondary Schools should communicate with parents, carers and learners in advance detailing the strict Covid-19 mitigations to be followed, reiterating expectations including the wearing of face coverings.

### **Reducing exposure to asymptomatic persons carrying Covid-19 Virus by use of Lateral Flow Device (LFD) Testing**

- All staff working in Schools and ELC's to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**
- **ALL** secondary school pupils to be offered LFD (Lateral Flow Device) testing, twice per week. **(The programme is voluntary).**
- **Regular testing is only for individuals without symptoms** – Those with symptoms must continue to follow the usual guidance [i.e. Book a PCR test via the NHS portal](#)
- Consent for testing must be obtained from appropriate adult for pupils under 16yrs.
- All users to receive a step-by-step guide for COVID-19 self-testing with test packs.
- All NHS posters on how to self-test and report your results should be displayed clearly in the location of where the kits are distributed.
- Reporting of ALL test results is to be encouraged.
- School Management should use the NHS test and Protect letter template to distribute to staff, providing information regarding the Testing Programme (include Privacy notice).
- Member of staff co-ordinating the handing out of test kits should wear an appropriate face covering at all times and maintain 2-metre distancing from staff and senior phase pupils coming to collect their kits, where possible.
- If you receive a kit that is damaged **DO NOT USE IT** and request another.
- Kits are to be taken home and used twice per week.
- Due to the emergence of the Omicron variant and the potential risk of reinfection, individuals who have tested positive for COVID-19 by PCR within 90 days should now still be encouraged to continue to participate in routine asymptomatic LFD testing including testing in schools.
- Individuals must register positive, negative, and void results on a web-based portal with the results shared with NHS Test and Protect. [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result)
- Where a test result is void you should repeat the process and test. If you return a second void result you should book yourself in for a PCR test.
- **Any asymptomatic adult or child who tests positive using a Lateral Flow Device (LFD) must self-isolate immediately for 10 days, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test. There is no longer a requirement to book a PCR test to confirm the result unless the individual develops symptoms.**

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**What to do if you have a Positive Coronavirus Case in your school**

- On the identification of a positive test the following process will be initiated by the Response Renew and Recovery (RRR) Team: -
  - A “warn and Inform” letter will be sent by the RRR team to inform **all staff** of a confirmed case of COVID-19 (Coronavirus) that has been reported in a person with links to your school.
  - All close contacts of the case who need to take specific actions will be identified, contacted, and advised to follow the latest guidance on self-isolation and testing.
  - A “Warn and Inform” letter will also be sent to **parents and carers** by the RRR team to inform them that a confirmed case of COVID-19 (Coronavirus) has been reported in a person with links to your school. The letter also informs them that all close contacts of the case who need to take specific actions have been identified, contacted, and advised to follow the latest guidance on self-isolation and testing.

**Positive Cases (regardless of vaccination status)**

- Must isolate for 10 days. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.
- **There is an exception to the requirement to receive a negative PCR test for children aged under 5 and other children who for medical reasons are unable to test or are exempt.** While advice should recommend a PCR test where possible for under 5s, their exemption from self-isolation requirements should not be made conditional on this.

**Anyone with COVID symptoms of a new and persistent cough, fever, altered or absent sense of taste or smell should stay at home and get a PCR test.**

If you have been advised by Test and Protect that you have been identified as a relevant close contact of someone who has tested positive for COVID-19, please follow the guidance they have provided.

The information below is general information for people who have not been identified as a close contact where targeted action is required.

- Keep testing regularly, even without symptoms
- Regular testing even when you don't have symptoms can help keep you and your school community safe.
- **Schools staff and Secondary school pupils** can access free LFD tests from the school, to allow them to test twice weekly at home as long as they have no symptoms. Please contact the school directly if you are having problems accessing tests.
- **Staff and pupils** are encouraged to test twice weekly, and to record all positive, negative or void results on the **online reporting portal**. Reporting results helps public health experts understand what is happening with COVID-19 in your area, so they can take early action to address any problems.
- In addition, parents/carers, and the rest of their families, **including primary school-aged children**, can access free test kits through the Universally Accessible Testing programme, which is available to everyone in Scotland.



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**What to do if you develop symptoms of COVID-19:**

Please be particularly vigilant for symptoms of COVID-19. **If you develop any symptoms of COVID-19 you must not come to school.** You should stay at home from when symptoms started, self-isolate, and get tested for COVID-19. Find out more on **NHS Inform**.

Any adult or child who develops symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste) must self-isolate immediately in line with NHS Guidance and book a PCR test. They must do so even if they have a negative LFD test.

People living in the same household, for example any siblings, may adopt the appropriate approach to self-isolation and/or daily testing while the person with symptoms is awaiting the outcome of a PCR test result.

**Booking a test:**

To get a test if you develop symptoms, you can:

- Book a test at [NHS Inform](#) for your nearest COVID-19 test site. There are drive-through, walk-through, mobile testing units across Scotland which are open from 8-am until 8pm, 7 days a week. Small scale test sites may be established to provide access to testing within local communities. **A full list of sites can be found on the Scottish Government website. [Test site locations](#)**
- Order a home PCR test kit **online**, or by calling 119. A test will then be delivered to your home. To return you can either drop the test at your nearest priority post box, or if you are unable to go out, you can also call 119 to book a courier collection from your home.

It is important that anyone with one or more of the COVID-19 symptoms gets tested, so that anyone who tests positive knows to continue to stay at home and self-isolate. This will help stop the spread of coronavirus. For most people, coronavirus (COVID-19) will be a mild illness. If you develop symptoms, you can seek advice from [NHS Inform](#).

**Self-Isolation parameters:**

**Fully Vaccinated Adult Contacts** (NB: definition of “fully vaccinated adult” is now 3 doses i.e., 2 doses plus booster) AND all contacts who are aged under 18 years and 4 months

- take 7 daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation.
- children aged under 5 are encouraged, but not required, to take LFD tests.

**Unvaccinated/Partially Vaccinated Adult Contacts** (NB: this includes adults with only 0-2 doses)

- must take a PCR test and isolate for 10 days.

**Close contacts** who are fully vaccinated, having received 3 doses of the vaccination (plus 14 days) or are aged under 18 years and 4 months, can take daily LFD tests for 7 days instead of isolation - provided the tests are negative and they remain without symptoms. If someone has not received 3 doses of the vaccination, they will need to book a PCR test and even if this is a negative result, they will need to isolate for 10 days.

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**Anyone testing positive on an LFD or PCR test must self-isolate for 10 days regardless of age or vaccination status. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.**

### How to stop COVID-19 spreading:

There are things you can do to reduce the risk of you and anyone you live with getting ill with COVID-19. Do:

- **get vaccinated if you haven't already done so and are eligible.** Vaccination is our best defence against COVID-19 causing anyone to become seriously unwell. If anyone who is eligible in your family or home have not yet been vaccinated, then they should arrange vaccination as soon as possible. This could also help you avoid having to self-isolate in the future. Information on how to arrange a vaccination can be found on **NHS inform**.
- regularly wash your hands with soap and water for at least 20 seconds.
- use hand sanitiser gel if soap and water are not available.
- wash your hands as soon as you get home.
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues straight in the bin and wash your hands.
- open windows/doors regularly to ventilate your home.
- be vigilant for COVID symptoms.
- self-isolate when you have COVID symptoms or have been advised to by Test and Protect.

### Maintaining Physical Distancing

#### GENERAL

- At least 1-metre physical distancing between **adults and pupils** should be maintained – **(retain 2 metres wherever possible)**.
- In more open plan areas (nurseries) keep pupils in small groups if possible.
- On arrival at school, pupils should not congregate in the playground or social areas of the school.
- Minimise the number of pupils who are moving around the school at any one time.
- Designate specific toilets for use by specific class groups, where possible.
- Changing rooms if used should be well ventilated.
- Close attention to cleaning of touch points and surfaces after changing rooms have been used.
- Consideration to be given to outdoor activities that can be used with pupils.
- **Assemblies and other large gatherings should not take place.**

#### STAFF MEETINGS

- INSET / training days should be carried out remotely where possible.
- Staff meetings can take place providing that a minimum of 1m physical distancing (retain 2 metres wherever possible) is maintained between adults and face coverings are worn at all times.
- There is **no compulsion** to attend face to face meetings. Schools should provide staff with other means of attendance, such as, meeting in smaller groups, online attendance or meeting outside.
- Face coverings should be worn at all times.

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- All mitigations in relation to hand hygiene should be adhered to.

**PRIMARY / ELC SPECIFIC GUIDANCE**

- At least 1-metre physical distancing between **adults and pupils** should be maintained – **(retain 2 metres wherever possible)**.
- Outdoor space should be fully utilised where appropriate.
- If outdoor equipment is being used, settings should ensure that multiple groups of **children do not use it simultaneously**, as well as considering appropriate cleaning between groups of children using it.
- Where physical distancing is not possible (e.g., personal care, moving and handling) staff carrying out the personal care have been instructed on the correct PPE to wear (disposable apron and gloves, non-sterile neoprene or nitril EN374).

**SECONDARY SPECIFIC GUIDANCE**

- Secondary School **pupils** do not need to be 1-metre physically distanced from each other.
- School **staff** and other adults in the school must continue to apply strict distancing of at least 1 metre with other adults and also with pupils at all times **(retain 2 metre distancing wherever possible)**.
- Secondary Schools should make best use of the building and space out learners **wherever possible**.
- Where physical distancing is not possible (e.g., personal care, moving and handling) staff carrying out the personal care have been instructed on the correct PPE to wear (disposable apron and gloves, non-sterile neoprene or nitril EN374).
- Communicate with parents, carers and learners in advance detailing the strict Covid-19 mitigations to be followed, reiterating expectations, and how physical distancing will work.
- To support physical distancing requirements, risk assessments should consider the ways in which busy corridors, entrances and exits could be avoided, and could include one way and/or external circulation routes.
- Different entrances/exits should be used for secondary learners where possible.
- Physical distancing does not need to be observed on school transport, in line with public transport guidance.

***New and expectant mothers***

- Upon being notified of an employee's pregnancy, Managers must carry out a workplace risk assessment, the Manager **must also refer** the employee to Occupational Health, for them to carry out a risk assessment in addition to this.
- Within the workplace, Managers must ensure that the pregnant employee is able to strictly adhere to any active national guidance on physical distancing.
- **Pregnant employees can continue to attend work**, including a workplace, if the risk assessment advises that it is safe to do so.
- If risks cannot be removed or managed, the employee should be offered suitable alternative work or working arrangements (including the ability to work from home). Where this is not possible or feasible, the employee will be on authorised paid leave up to 4 weeks before their expected week of confinement.
- Pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk. A workforce risk assessment must be undertaken



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and, **where appropriate**, consideration given to how to redeploy these staff and how to maximise the potential for homeworking, **wherever possible**.

- **Pregnant employees who are 28 weeks pregnant and beyond** are at no more risk of contracting the virus than any other non-pregnant person who is in similar health.
- At or just before the 28-week gestation period, the workplace risk assessment must be reviewed and updated by the Manager, to take into account the points below.
- Managers must ensure that whilst working, the pregnant employee is able to strictly adhere to any active national guidance on physical distancing.
- For many pregnant employees, this may require working from home and/or carrying out suitable alternative work. In these circumstances, Managers should maximise the potential for and offer the pregnant employee homeworking arrangements and/or suitable alternative work. Where this is not possible or feasible, the employee will be on authorised paid leave up to 4 weeks before their expected week of confinement.
- Royal College of Obstetricians and Gynaecologists advice is to keep the risk of exposure as low as is practically possible to pregnant women, particularly in the third trimester

### Hygiene and Protection

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. Studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

If a pupil/staff member is sent home showing symptoms consistent with COVID 19 or is reported as having developed symptoms overnight the following process must be undertaken.

- The classroom being used must receive an electrostatic clean or deep clean.
- Cleaning staff carrying out the clean, will be following safe working procedures and wearing appropriate PPE.
- Areas the person has passed through i.e., corridors should be cleaned thoroughly as normal.
- Good hygiene is vital to prevent the spread of this virus and regular thorough handwashing with soap is extremely important. If using a hand sanitiser use one that has at least 60% alcohol.
- Where possible classrooms with sinks are used in preference to classrooms without sinks. If, due to the numbers of pupils attending, there are insufficient classrooms with handwashing facilities, classrooms close to toilet accommodation are used.
- Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling textbooks, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after.
- There is no longer a need to quarantine textbooks/jotters or other pieces of equipment, however, if you are able to do so quarantine these types of items for 72 hours, before and after use.
- Soft furnishings (such as throws and bedding) should be laundered in accordance with usual cleaning schedule.
- Soap, water, and hand towels are available at all wash hand basins or in toilets.
- **Supply staff and other professional visitors can continue to visit schools. This includes visiting teachers, psychologists, nurses, social workers, youth workers, outdoor learning**

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<p>specialists, Higher Education Institution (HEI) tutors, SQA staff and appointees (e.g., visiting assessors and visiting verifiers), Education Scotland staff (including HMIE) and those providing therapeutic support. Such staff can move between schools where necessary, but such movements should continue to be limited to those that are necessary to support children and young people or the running of the school until otherwise advised.</p> <ul style="list-style-type: none"> <li>○ Where practicable these visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate.</li> <li>○ Children and young people can attend multiple education settings, either in other educational establishments or the wider community, with an appropriate risk assessment conducted.</li> <li>○ All pupils, staff and visitors must clean their hands either before, or on entering the classroom. They must also wash hands or sanitise them on leaving the classroom. This must be done every time the classroom is entered or left.</li> <li>○ Visitors must be asked to sanitise as they enter the building and before they go any further.</li> <li>○ All staff, secondary pupils (<b>s1-s6</b>) and visitors to wear face coverings throughout the school, except for those with exemptions.</li> <li>○ If a pupil or member of staff shows signs of illness they must immediately be taken to a separate designated room and all other pupils in that cohort evacuated to a different classroom if possible. The classroom and designated room must be deep cleaned or electrostatically cleaned as soon as is possible.</li> <li>○ Staff must keep their own laptop/desktop for their use only and not share it with other staff.</li> <li>○ Where staff may be required to leave their class and another member of staff come into the room, they must wipe down their desk area with disinfectant before the other member of staff takes over. Such occurrences must be minimised and only occur if there is no other choice.</li> <li>○ All work surfaces must be kept clear to allow cleaning staff to clean them thoroughly.</li> <li>○ All contact surfaces must be regularly cleaned (door handles, tables, chairs, telephones, computers, etc).</li> <li>○ All equipment to be cleaned after use.</li> <li>○ Staff to reinforce messaging about hand washing if sneezing/coughing occurs and the binning of used tissues.</li> <li>○ Staff to encourage pupils to avoid touching their faces.</li> <li>○ When preparing materials and equipment staff must wash hands <b>BEFORE</b> or consider using gloves.</li> <li>○ Where required staff to receive information, instruction, and training on the safe donning, doffing and use of PPE including its safe disposal – <a href="#">posters</a> and <a href="#">video links</a> available on GLOW.</li> <li>○ PPE <a href="#">guidance</a> available on GLOW.</li> <li>○ Staff to wash hands before use and after removal of each PPE, following good hand hygiene procedures.</li> <li>○ Disinfectant spray or wipes available to spray all equipment/materials/active play/ after each day.</li> <li>○ Staff room: if possible, have your break in your own classroom.</li> <li>○ Staff maintain at least 1 metre physical distancing (<b>retain 2 metre distancing wherever possible</b>) when in staff room.</li> <li>○ Staff to wash their hands before going into staffroom, and before eating/drinking.</li> </ul>					

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- Staff to wash their hands before entering their classroom again. As a reminder, a poster is in place in staff room.
- Where bleacher seating is in a school, these areas should not be used to consume food at break/lunchtimes, as disinfectant, soap and mops cannot be used to clean them in the normal manner.

### **General Cleaning of Classrooms, Corridors, Toilets and Sanitary facilities, etc.**

- Where possible minimise the number of areas being used within the school. Areas not being used must be identified as such and put out of bounds. This will release cleaners to help maintain appropriate levels of cleanliness in those areas being used.
- Strict cleaning regime in place by cleaning staff.
- The **shared** handling of jotters, textbooks, paper scripts etc should be avoided. Pupils should take full responsibility for their own learning materials.
- Electronic alternatives should be used to support assessment and learning & Teaching practices, reducing the risk of COVID19 transmission where possible.
- Disinfectant wipes are available in each classroom to allow staff members present to wipe down any areas they may be required to, in order to maintain hygiene levels on an ongoing basis as they need to.
- A mechanism is in place for concerns over standards of cleanliness to be escalated via the school to cleaning supervisors.
- Toilets and sanitary facilities are checked regularly and restocked with soap and handtowels as required.
- Bins must be fitted with a plastic bag liner, and this removed and replaced as required. **Do not** leave until overflowing.

### **Use of Staffrooms / Kitchens and Communal areas**

- School Management Teams should be monitoring that staffrooms are being used in according to this guidance.
- All staff have a duty to ensure that their areas are maintained in a clean and tidy state.
- Staff numbers to be limited to ensure that at least 1-metre physical distancing from others should be maintained (**retain 2 metre distancing wherever possible**).
- Face coverings must be worn unless eating or drinking.
- Remove unnecessary and unneeded furniture if able to store safely elsewhere to discourage sitting together.
- All rubbish must be binned.
- Any cutlery, dishes etc. must be washed in warm soapy water, dried, and put away.
- Any spills or crumbs must be cleaned up immediately and the surface wiped down with suitable disinfectant, if the spill is too large then this must be cleaned appropriately.
- Food must not be left in the open but covered and put away.
- Sharing of uncovered foods is not allowed.
- Strict cleaning regime in place by cleaning staff.
- Kitchen staff must comply with all normal food hygiene requirements and in addition increase cleaning of frequently touched areas, i.e., door handles, work surfaces etc.

### **Ventilation & Temperature**

- Partially opening doors and windows to provide ventilation while reducing draughts.
- **Internal fire doors should never be wedged open.**

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- Open high-level windows in preference to low level to reduce draughts.
- Purging spaces by opening windows, vents, and external doors (e.g., between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)
- Design seating plans to reflect individual student/staff temperature preferences.
- Adjust indoor heating to compensate for cold air flow from outside (e.g., higher system settings, increased duration)
- **Classroom temperatures should not fall below 17 degrees. Closing windows and doors to help maintain adequate classroom temperatures may be necessary.**
- All schools now have CO2 monitors for all classrooms and learning spaces.
- Refer to the CO2 / Temperature Monitoring in Schools Safe Working Procedure for instructions on how to use the monitors, and for mitigations to undertake if your monitor gives either an Amber or Red alarm.

Schools Transport

- **ALL** pupils 12 years old and over need to wear face coverings unless they are exempt.
- There is no requirement for **physical distancing** for school pupils on dedicated school transport.
- All other mitigation measures remain the same in respect of hygiene, and ventilation.
- As far as it is safe to do so, the use of active travel routes by parents/carers, staff and children and young people should be encouraged. Walking and cycling, scooting, wheeling etc should be strongly encouraged.

Lunch times

- Pupils are **permitted** to leave schools for lunch.

Pupils must adhere to COVID-19 wider society rules and expectations when not in school i.e., wearing of face coverings.

School Trips

- Schools and local authorities have autonomy in planning residential visits, however educational visits that necessitate an overnight stay but where the residential aspect is not central to the learning experience are not currently advised.
- **International school visits and trips can take place however organisers should consider local circumstances and wider guidance on international travel on a case-by-case basis.**
- Refer to appropriate school setting Risk Assessment (listed below) for further details:

Risk Assessment 018 (COVID-19 - ELC Reintroduction **06 January 2022**)

Risk Assessment 019 (COVID-19 - P1-7 Reintroduction **02 February 2022**)

Risk Assessment 020 (COVID-19 - S1-S6 Reintroduction to School **02 February 2022**)

Parents in School

**Parents of individual children may access the school by appointment to attend meetings about their child, where there are no other means of conducting such meetings.**

## SAFE WORKING PROCEDURE

DIRECTORATE	Education and Learning	NAME OF AUTHOR		Education Health and Safety	
ACTIVITY	Reintroduction of pupils to School (02 February 2022) v13	RA Ref No:	-	DATE	02/02/22

All visitors to school should be encouraged to take an LFD test prior to entering your school.

Online meetings may be more appropriate in some cases.

All visitors to school should be encouraged to take an LFD test prior to entering your school.

### Laundry

Where pupil clothing or other items require to be washed. If it is not possible to double bag items and send soiled items home with the pupil then wash items in accordance with the manufacturer's instructions.

- Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### Dealing with potentially infected Waste

All waste from possible Covid-19 cases and the cleaning of areas where possible cases have been (including disposable cloths and tissues) must follow the instructions below.

- All waste that has been in contact with any individual displaying symptoms of Covid-19, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag must then be placed in a second bin bag and tied. It should be put in a safe place (away from children) and marked for storage until test results are available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste.

### Staff Health & Wellbeing

The Councils Corporate Health & Wellbeing guidance should be followed at all times, and information and support should be provided to staff that require it. See information / procedures in GLOW (H&S Tile).

- Wellbeing champions are available within Education who can provide information on a range of coping techniques.
- Guidance and information are available through Occupational Health Policies and Communications.