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|  | <p>one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The students and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health</p> | <p>Cleaning contractors/Site Management Team</p> <p>Admin Team</p> <p>SLT/All Staff</p> |  |  |
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|  |  | protection team to decide if additional action is needed. Any advice given by the team will be followed.   |                     |                                |  |
| Contact with coronavirus when getting to and from school |  | <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Students naturally arrive at different times depending upon their transport and so it is expected that arrivals will not change from the procedures before the summer holidays. Students will on arrival, hand in their phones and be sent to either the playground or quad before being sent to their respective tutor rooms.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Students are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Students practise distancing within vehicles</li> <li>• Students will be leaving school at home time at staggered interval so that all can leave safely with minimal contact with other groups.</li> </ul> | SLT/ Arrivals Team  | September 1 <sup>st</sup> 2020 |  |
|  |  |  | Transport Providers | September 1 <sup>st</sup> 2020 |  |
|  |  |  | SLT/Tutors          | September 1 <sup>st</sup> 2020 |  |

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|  |  | <ul style="list-style-type: none"> <li>• Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</li> </ul> <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact. Only one parent/carer should attend and socially distance from other parents/carers.</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Students will be made aware that they must not touch the front of the covering during use or removal.</p> | Supervising staff/Form Tutors                              | September 1 <sup>st</sup> 2020                                       |  |
| Spreading infection due to touch, sneezes and coughs |  | <p>Handwashing facilities will be provided. Hand sanitiser stations will be placed around the school site to enable all students and staff to keep hand hygiene to the highest standard possible. School desks will be cleaned in between lessons.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> </ul>  | SLT/ Cleaning Contractors/ Teaching staff<br><br>All Staff | September 1 <sup>st</sup> 2020<br><br>September 1 <sup>st</sup> 2020 |  |

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|  |  | <ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. Catch it, Kill it, Bin it.</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any students who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of day by qualified cleaning contractors.</p> | Site Management Team                       | On-going                       |  |
| Spreading infection through contact with coronavirus on surfaces |  | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> </ul>   | Cleaning Contractors/ Site Management Team | September 1 <sup>st</sup> 2020 |  |

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|  | <ul style="list-style-type: none"><li>• Computer equipment (including keyboards and mouse)</li><li>• Sports equipment</li><li>• Hard toys</li><li>• Telephones</li><li>• Outdoor play equipment</li></ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Parents are asked to send in money for lunch in a sealed envelope to prevent staff having to handle money.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the beginning of each school day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"><li>• Cleaned frequently and meticulously, and always between groups using them; or</li><li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li></ul> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> | <p>Parents/carers</p> <p>Cleaning Contractors/ All staff</p> |  |  |
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|  |  | <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>  |                       |                      |   |
| <p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p> |  | <ul style="list-style-type: none"> <li>• Staff will be asked to socially distance from each other and from students whilst in school where possible. Where this is not possible, staff will have been issued PPE which can be worn if necessary. The staff room will be split into 2 rooms to facilitate social distancing between staff.</li> <li>• The school will operate in 3 bubbles. A Primary bubble, a Secondary bubble and a Cody Hill bubble. This will enable all students full access to their curriculum.</li> <li>• Tutors will have bags in their room and each student will have their own equipment which will travel around school with them. Students will leave their equipment in period 7 and a member of staff will return it to the tutor room.</li> <li>• A one-way system will be in place as per before the summer holidays, in order to reduce contact between students during changeover of classes.</li> </ul> | <p>SLT/ All Staff</p> | <p>September 1st</p> | <p>The school is large and airy enough to be able to manage most students with adequate distancing between them during lessons, changeover, lunch and break times and arrival and collection times.</p> |

*Note: Wheelchair users can go in any direction in order to get to their lesson.*

- PE lessons will be taught in year groups.
- Classroom tables and chairs will be cleaned between each class.
- Students wanting hot food will be sat at their usual table in the dining hall but diagonally socially distanced. The menu on offer is smaller than normal and food will be boxed or bagged to limit the need for washing utensils etc.
- Primary students will eat lunch in their classroom. If they have ordered a hot lunch, this will be taken to them.
- Students eating cold food or packed lunches will be allocated seating. Yrs. 7,8 and 9 will eat in the Main Hall, years 10 and 11 will eat in the Activity Hall.
- There will be no whole school assemblies initially at the start of the year. This will be reviewed at Christmas.
- Primary Students will be kept to their class groups.
- Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.

Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.

Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.

Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an



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|  |  | <p>appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Both sets of changing rooms will be made available to ensure students can still change for PE and adhere to social distancing. They will be mopped down after each use by site staff.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> |               |                                |  |
| Spreading infection due to excessive contact and |  | Students will be kept in their bubbles at all times each day, and be kept separate from other bubbles where possible.   | SLT/All staff | September 1 <sup>st</sup> 2020 |  |

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| <p>mixing between students and staff around and outside of the school</p> |  | <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Students will have access to separate outside areas at break times, but if the weather is wet they will remain with the teacher that they had during period 2.</p> <p>Students will be supervised at all times to ensure mixing between bubbles doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. If necessary, lunch will be brought to students in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. We have been using the 'one out, one in' rule, thus limiting the chances of spreading the virus.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits may take place in the same student groups later in the year, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> |                                   |                                      |  |
| <p>Spreading infection due to the school environment</p>                  |  | <p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff</p>  | <p>SLT/ Site Maintenance Team</p> | <p>September 1<sup>st</sup> 2020</p> |  |

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|   | <p>and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 2.3m<sup>2</sup> per child for children aged 3 to 5 years' old</li> </ul> <p>The Trim Trail will be in use with strict and washing before and after use.</p> | All Staff     |                                |  |
| Spreading infection due to excessive contact and mixing in meetings | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>   | SLT/All Staff | September 1 <sup>st</sup> 2020 |  |
| Individuals vulnerable to serious infection coming into school      | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing subject to individual Risk Assessment recommendations.</p>   | All           | September 1 <sup>st</sup> 2020 |  |