

No more than 57 pupils i.e. 5-8% of our secondary school roll should be in school at any time to [support learning in practical subjects that cannot be delivered remotely](#). Education Scotland has published [technical guidance](#) on this.

[Prioritising the return of senior phase learners: Technical guidance for providing senior phase practical work in-school \(education.gov.scot\)](#) which includes the advice:

- Existing provision for key worker children and vulnerable learners has been factored in when planning in-school provision for practical work, and these groups must be kept separate. Rooms 4,5 and 6 are being used for the children of keyworkers and vulnerable pupils. If a learner who is part of the existing keyworker/vulnerable learner provision is timetabled to complete senior phase practical activities, they have been included in the total that does not exceed 5-8% of the school roll.
- Different entrances/exits are being used for senior phase learners attending for this purpose and for the children of key workers and vulnerable learners who are attending for their existing provision. The latter group enter by the Walker Building. Technical and Art pupils enter by the frog doors and Performing Arts pupils enter by the main front door.

Additional guidance: [Coronavirus \(COVID19\): Advisory Sub-Group on Education and Children's Issues – advice on mitigations to minimise transmission during phased return to in-person learning - gov.scot \(www.gov.scot\)](#)

Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	ENHANCED LEVEL 4 CONTROL MEASURES FROM 05.01.2021	L	M	H
						<p>From 6 January schools can only open to in-person learning for children of key workers (Cat 1 and 2) and vulnerable children, with remote learning for all other children and young people from 11 January.</p> <p>Guidance available for parents and carers can be found here.</p> <p>Children of key workers can attend school from 06.01.21 for school age education and childcare during normal school operating hours. Households where both parents are Category 1 or 2 key workers (or one parent in a single parent household) are prioritised. Please view Scottish Government guidance on key workers and Category 1 and 2 definitions. During the period of lockdown all school staff and staff providing daycare of children's services, including early learning and childcare, who are required to attend their work in person would qualify as category 1 or 2 key workers.</p> <p>Staffing Ratios We are working based on a minimum 1:10 ratio for school aged children. For Early Years aged 3-5 year: we are aiming for 1:4 ratio where possible. Minimum of two EY adults needed for pre 5's to ensure cover for lunches etc.</p>			

					<p>As with all ratios – they are reflective of local circumstances, profile of needs of children and activities being undertaken and a dynamic assessment by school staff will determine the ratios required in the school.</p> <p>Two staff members are the minimum staffing requirement during opening hours.</p> <ul style="list-style-type: none"> • Children on the shielding list should not attend settings (if level 4 continues for an extended period individualised risk assessments may make it possible for these children to attend). This decision would be made by the Secondary Care (Hospital) Clinical Team caring for the child. • Continued care and support for vulnerable pupils will be in place from the period of the 6th January. • If absolutely necessary re-group vulnerable pupils and children of key workers (ie move them into different groups to those they were in prior to the festive break). This should be kept to the minimum necessary to ensure effective safe learning and teaching arrangements are in place. It should be done in a way which meets children’s needs and enables them to engage in learning and teaching which is age and stage appropriate. Upon a full return to school, children and young people may return to their original groupings. • Line managers should ensure that individualised risk assessments for clinically vulnerable school staff and pupils as set out in the ‘reducing the risk in schools’ guidance should be followed. Staff should speak to their employer to ensure to ensure all appropriate protections are in place. Line managers should ensure clinical advice is taken fully into account when agreeing appropriate mitigations with employees. • Use individualised risk assessments to ensure appropriate protections are in place. For example – protective measures in the workplace; option to work remotely or carrying out different tasks in the workplace. If protections cannot be put in place staff should contact their GP to see if they require a ‘fit to work’ note (The Chief Medical Officer will issue a letter which will be similar to a ‘fit’ note. This letter will last as long as the level 4 restrictions apply. Being in receipt of a letter does not automatically mean staff should not attend work, but careful consideration should be made as to how they can be protected if they do). • Information on shielding, including who would be considered within the highest risk group is available in COVID-19: Shielding Support & Advice Where concerns exist ‘Guidance for People with Underlying Health Conditions’ has been prepared and will continue to be updated. • Schools should be prepared to engage in enhanced testing, if recommended by an Incident Management Team. • Physical Education within school settings should only take place out of doors. If the weather is extremely bad, then schools may use their judgement as to whether it is safe for children to be outside • The provision of non-essential activities or clubs outside the usual school timetable should be paused. This does not include regulated childcare operating from school premises. • All staff and pupils should wear a face covering in classrooms during lessons in the senior phase where pupils are attending the school. 			
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GENERAL CONTROL MEASURES

Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.

- frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.
- encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.
- using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.

In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all. Warm water is preferable for washing hands, however cold water is acceptable.

Supplies of resources including tissues, soap and hand sanitisers have been provided.

The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: <https://covid19.aberdeenshire.gov.uk/> **Sector Advice Card** found [here](#). and is displayed in school to signpost to guidance.

COSLA advice can be found [here](#).

[Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.](#)

Health and safety advice on latex gloves

Disposable Nitrile gloves must be used. Latex gloves should not be used unless authorised by a member of SLT.

Health and safety advice on face masks

A 3D face bracket (an inner support for face masks) must not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed

NHS guidance to wearing Type IIR mask in schools found [here](#).

A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks.

Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

					<p>Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.</p> <p>Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.</p> <p>At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary.</p> <p>At Levels 3-4 face coverings should be worn by adults and young people in classrooms in the senior phase.</p> <p>Alternative Face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults and young people in secondary schools, including special 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</p> <p>See advice below regarding when Type IIR masks should be worn. Link to ELC guidance doc found here</p> <p>Face coverings should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Pupil Support Assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of children and young people should wear Type IIR face masks as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.</p> <p>In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).</p> <p>In room 7 and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day and adjusted where</p>			
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Additional guidance is listed below for Early Learning and Childcare Services:
<http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/>

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.

(Document1: [Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19 Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Visiting Staff Guidance:

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in) Only visit one school per day on days not in base school Do not work with more than 2 contacts per day in schools that are not base school A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.
ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does	<ul style="list-style-type: none"> Do not visit more than one school per day Do not work with more than 2 contacts per day

						not have a base school	<ul style="list-style-type: none"> • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. • A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. 				
						ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> • Continue to offer a service remotely where possible • Do not visit more than one school per day • Do not work with more than 2 contacts in a school • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. 			
						Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 • Undertake risk assessment for each staff member 			
						Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 • Undertake risk assessment for each staff member 			

Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) Consider fortnightly visits so 1 school per day can be achieved Consider online learning using Glow or Goggle platform No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical
Staff Car Sharing	Aboyne Academy	<ul style="list-style-type: none"> Wear Type IIR face masks Maximum 2 people per car Passenger to sit in the rear Windows open

Guidance for Non-healthcare Settings is available here: <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

Health and Safety advice is available on Arcadia by accessing this link, including: How to handwash, putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety.-Wellbeing-and-Risk-Management.aspx>

Health, Safety and Wellbeing policy is available [here](#).

PPE

For the majority of staff PPE will not normally be necessary. Use of PPE should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.

Types of PPE required for specific circumstances:

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.
If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask – Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

Face Coverings:

Definition of face covering found [here](#) (should not be confused with PPE, including Type IIR face masks), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.
Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

Face coverings should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- where adults and young people in secondary are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain; and
- in line with the current arrangements for public transport, where adults and children are travelling on dedicated school transport

There is also a need for pupils to wear a face covering if they are engaged in practical work in Technical, Home Economics and Science. This will allow our staff to intervene with confidence if there is a safety concern to protect the pupil. Staff will also be asked to wear face coverings during these practical sessions. Type IIR masks are available.

IT IS IMPORTANT TO NOTE THAT PUPILS CANNOT BE FORCED TO WEAR FACE COVERINGS

It is vital that the following instructions are followed by staff and children on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. The key points are as follows:

- Face coverings should not be shared with others.

- Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser.
- Make sure the face covering is the right size to cover the nose, mouth and chin. Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Should the prevalence of the virus in the population start rising we may wish to encourage adults and older young people in to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Special Consideration for Certain Groups

We will be following the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health.

Link [Here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

Protection Level 3 – Enhanced Protective Measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend.

- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - Enhanced and Targeted Protective Measures

- The current advice is that children on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.
- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m.

Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.

Parents and carers may wish to have a discussion with their child’s healthcare team if they are unsure or have queries about returning to school because of their health condition.

General Advice - Staff and Pupils

Those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19 cannot return to school until self-isolation is over, or a negative test is received. Clear repeating messaging will be made to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. [Aberdeenshire Council staff can access testing advice here.](#), with NHS advice [here.](#)

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

				<p>Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found here. ASN FAQs.</p> <p>Working practices for administration staff will be considered. For example, restructure workflows to allow for physical distancing of 2m to be implemented. Working from home will also be considered where possible. Minimise movement of individuals between workstations. Where they are shared, they should be cleaned between use.</p> <p>Daily registration and recording the appropriate absence codes both existing and COVID-19 related will be undertaken. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in secondary schools.</p> <p>A risk assessment will be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings. Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the guidance on the appropriate approach to these specific circumstances while on campus. This has now been included in updated guidance for colleges.</p> <p>Where possible groups should be kept apart. For example, in open plan areas consider clear demarcation and separation between areas. Reduce the movement of groups across different parts of the school estate where possible.</p> <p>Assemblies and other large group gatherings will not take place. Where this is necessary to do so alternative mitigating actions will be put in place, such as limiting the time spent together.</p> <p>Clear signs are displayed as reminders to staff and children regarding social distancing and how to handwash properly. All staff to reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.</p> <p>Emergency evacuation procedures/fire drill & muster point – these will continue as normal, but staff should keep 2m separation where possible. Drill practice will be carried out with staff and pupils lead by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when gathered at the assembly point they can revert to physical distancing.</p> <p>Staff hair should be tied back where appropriate and clothes changed daily. Children should be encouraged to also tie hair back.</p> <p>Children and young people will be encouraged not to share their personal belongings.</p> <p>Pupils should be encouraged to distance from other pupils, particularly in the senior phase. Pupils should be encouraged to not crowd together or touch their peers. Hand to hand greetings/hugs</p>			
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should be discouraged. All available space should be used to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults as far as possible.

Support for minority ethnic children, young people and staff

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Managers will have sensitive, supportive conversations with all Minority Ethnic staff, which considers their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff. Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

General Advice - Facilities

Regular cleaning (at least twice daily) will be made of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support. The allocation of this will be based on formula based on school size.

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.

As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Bins have been provided for tissue waste in classrooms. Janitorial staff will empty the bins throughout the day.

				<p>Staff should highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.</p> <p>All toilet areas contain signage highlighting good handwashing routines.</p> <p>Staff wishing to bring in their own electrical appliances e.g. fridge, kettle can only do so if the appliance is less than one year old. Any appliances older than one year cannot be brought into school as it requires to be PAT tested and there are no facilities available to do this at present.</p> <p>Ventilation</p> <p>All non-fire doors will be wedged open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Windows will be opened each morning by the Janitors to improve the flow of air where possible. Internal fire doors must remain closed.</p> <p>Where centralised or local mechanical ventilation is present, systems have been adjusted to full fresh air. When changing filters enhanced precautions will be taken. The Janitors will ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>Controlled propping open of fire doors is necessary to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use.</p> <p>However, internal fire doors must be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <p>External Fire Doors if opened to facilitate lunchtime queues must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p> <p>You can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces by using ceiling fans or desk fans for example, provided good ventilation is maintained. The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</p> <p>External Fire Doors</p> <p>Where a fire door is being used as a pupil entrance the door will be wedged open and have a member of staff in attendance. The wedge will be removed when the staff member leaves. The Janitor team will also carry out a check after 9am. If fire doors are opened to facilitate lunchtime queues they must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p>			
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						<p>Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.</p> <p>Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.</p> <p>Ventilation</p> <ul style="list-style-type: none"> partially opening doors and windows to provide ventilation while reducing draughts opening 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) <p>Temperature</p> <ul style="list-style-type: none"> providing flexibility in permissible clothing while indoors. designing seating plans to reflect individual student/staff temperature preferences adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration) <p>Updated guidance for ventilation can be found here</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal. Staff and pupils will be reminded of this each day.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Channels of communication with parents/carers will be used to reduce the need for face to face meetings/contact: text; email; phone; Website; twitter.</p>	L	M	H

						If any staff or pupil develops symptoms, they should be sent home. An area has been identified where potentially symptomatic pupils can be located until they can be collected.			
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>School buses will be operating normally and will be regularly cleaned. Pupils will be required to sanitise their hands before boarding the bus.</p> <p>School taxis will be operating, and it will be necessary for pupils and escorts to wear a face-covering.</p> <p>Pupils are encouraged to walk and bike to school where it is safe to do so. Parents/carers who wish to transport their child to school have been advised to drop them on a street away from the school building to avoid congestion. If parents/carers are dropping off children, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Car-sharing with children and young people of other households should be discouraged</p> <p>All staff, visitors and pupils must sanitise their hands when entering and exiting the building. Sanitising stations and signage have been placed at all entry/exit points. Pupils should go directly to the form class. Doors will be open prior to the start of the school day.</p> <p>To prevent over-crowding the following arrangements have been put in place: - S1 and S5 pupils should enter by the Walker building entrance. S2 and S4 pupils should enter by the door that leads to the pond/astroturf S3 and S6 pupils should enter by the Community Entrance and make their way into the school via the canteen</p> <p>Pupils should exit the school building at the end of the school day by the nearest exit to their classroom. This will be reinforced by period 6 class teachers.</p> <p>No visitors, parents/carers will be allowed beyond the reception area. Parents/carers have been advised to phone or e-mail the school and not visit the building. Parents/carers should not drop off items for pupils at reception to reduce potential transfer of infection.</p>	L	M	H
Spread of infection. Infection of staff,	Staff Children & young people Visitors	Cross contamination of infection.	L	M	H	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors must complete a compulsory track and trace sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u> Guidance on Collection of Visitor Details is here.</p>	L	M	H

children & visitors.		Infection of staff, children and visitors		<p>Social distancing is marked out on the floor at the school office. Person to person contact should be minimised. ALL visitors into the building, including delivery drivers MUST provide track and trace information. The reception windows will remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers.</p> <p>Contractors arriving at site should follow same hand sanitising and handwashing rules as per other visitors and staff.</p> <p>Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing of 2m should be adhered to where possible. Type IIR face masks to be worn by adults where distancing of 2m cannot be achieved.</p> <p><u>Instrumental Instructors</u></p> <p>Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p>Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.</p> <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p> <p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p> <p>Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to</p>			
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						<p>pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.</p> <p>Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils Pupils should clean their own instruments under the guidance and instruction of the instructor Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson</p> <p>Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided) Drumsticks should not be shared Bows should not be shared Each pupil should have their own copies of sheet music. Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session</p> <p>Individual and Class Photos QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>A one-way system has been put in place at class change-over times, interval and lunchtime to assist movement around the school building. It has been marked out with arrows on the floor. Pupils will be unable to congregate in corridors at times they are not in class. Staff should distance 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a Type IIR face mask should be worn as per guidance and will be provided.</p>	L	M	H
<p>Risk of infection of children with additional</p>	<p>Children & young people</p>	<p>Risk of not following existing</p>	L	M	H	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>Personal Evacuation Emergency Plans (PEEPS) will be reviewed to ensure that arrangements are adequate and relevant.</p> <p>Where manual handling / personal care is required, at least two members of staff should be available, at least one of which should be trained. It should be established if this additional support</p>			

Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.

support needs		procedures for pupils				<p>is needed and PPE should be worn where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>A cleaning routine will be established for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Risk Assessment created for Special Schools/Community Resource Hubs personal care found here. Guidance on re-opening school age childcare services - Additional Support Needs Summary can be found here. ASN FAQs.</p>			
Infected person attending the site	Staff Children & young people Visitors	Risk of infection to other people	L	M	H	<p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Appropriate care should be taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>An Isolation area is set up within the building in case of any individuals who present as unwell during the day (decommissioned shower block beside Guidance Office). Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed if able to do so - Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households. - The pupil should wait to be collected in the isolation area with appropriate adult supervision. - Private transport to reach home should be used where possible. - If an individual is so unwell that they need an ambulance advise the call handler of 999 you are concerned about Covid-19. <p>All First Aid Kits contain PPE: gloves, aprons and Type IIR face masks.</p> <p>Additional guidance for staff is available here:</p> <div style="text-align: center;">  <p>Guidance for School Staff on Personal Prot</p> </div> <p>It is the responsibility of the Head Teacher to ensure that there are sufficient stocks of PPE within the school – the current guidance from procurement is always having 4 weeks stock on site. Stock will be ordered by, and held at, the Academy. CSN Support Service Co-ordinators have the lead on this locally.</p>	L	M	H

Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#).

Accurate register of absences for staff and pupils will be maintained – codes for this have been developed in SEEMiS.

COVID related illnesses during attendance at establishments

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart [here](#) with NHS FAQs [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate. See below for OUTBREAK MANAGEMENT

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on Type IIR face mask that will be provided
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent//carer or staff should be made aware of the Test and Protect process and also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

				<p>The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.</p> <p>Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</p> <p>It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in: https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</p> <p>Cleaning and Disinfection</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>			
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<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<p>H</p>	<p><u>OUTBREAK MANAGEMENT</u></p> <p>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol • COVID-19: Outbreak Management (Out-of-Hours) <p>Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> • Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation an offer advice. Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> • Attendance at multi-agency incident management team meetings • Communications with pupils, parents/carers, and staff • Provide records of school layout / attendance / groups • Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <p>Notification Processes:</p> <p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health & Safety Officer f. Include as much</p>	L	M	H
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						<p>information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable by them to the Health & Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils should be reminded at each registration time of social distances rules.</p> <p>Each teacher should plan out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops. All pupils have been advised to bring their possessions in a school bag which must always be kept with them. No school lockers will be in use initially and it is essential that no bags are left in bag drop areas. If possible, pupils should carry their own stationary including pencil, pen, rubber, ruler, calculator, pencil sharpener as well as their own bottle of hand sanitiser.</p> <p>Unnecessary sharing of resources should be reduced as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Re-plan lessons / activities to avoid shared resources.</p> <p>All shared resources to be sprayed with disinfectant spray after each lesson, pupils coming into the next lesson should then wipe down their workstation before each use. Build this into start of lesson activity routines in each setting. If there is no class coming in for remainder of day, then the disinfecting will be done by cleaners. Disinfectant spray and cloths have been provided in each classroom. Teacher to ensure students wipe down desk area, touch points of chairs and resources before use if a shared space/resource. Electrical items should not be sprayed directly with disinfectant spray, the spray should be sprayed onto a cloth, then used to wipe keyboards, mice etc. All staff must watch the following video before using the disinfectant spray: ** Covid Guard training video ** When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found here.</p> <p>Sanitiser has also been provided in each classroom, pupils and staff should be encouraged to wash hands regularly or use the sanitiser provided.</p> <p>Further supplies of sanitiser, disinfectant spray and cloths can be obtained from the Whole School Technician.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), sharing photos of work etc.</p> <p>Keep surfaces clear to make cleaning easier.</p>	L	M	H

					<p>A box of tissues has been provided in each class, contact Whole School Technician for further supplies.</p> <p>Classrooms to be kept well-ventilated. Non-fire doors will be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</p> <p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>Pupils are expected to wear their school uniform from the start of the new session. This should be washed regularly to prevent spread of infection.</p> <p>If there is a period of PE scheduled, then pupils will be permitted to wear PE kit e.g. tracksuit bottoms. The PE changing rooms have minimal space and lack ventilation and therefore will not be in use.</p> <p>Guidance for Home Economics, Science and Technologies, Art, Design and Photography found here at the Education Scotland National Improvement Hub, and here at SSERC .</p> <p>Library books should be quarantined for 96 hours upon return to the library. A dedicated quarantine area will be set up.</p> <p>Class space should be adjusted if required, and where possible to maintain spacing between desks and individuals. Consider seating pupils side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation. Encourage social distancing where possible.</p> <p><u>Marking Jotters</u></p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p> <p>There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.</p> <p>(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.</p>			
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(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after

The provision of activities or clubs outside the usual school timetable

The COVID-19 Advisory Sub Group on Education and Children’s issues has also published [advice](#) on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the [guidance on unregulated children’s services will apply](#)

L M **H**

CURRICULUM MANAGEMENT UPDATES

Physical Education

- Organised outdoor contact sports such as rugby can restart for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.
- If the local protection level is raised to level 4 Physical Education within the school should only take place outdoors. Judgement should be used during extremely bad weather as to safety.

Updated guidance for PE found [here](#).

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

	<u>Indoors</u>	<u>Outdoors</u>
<u>Activity</u>	Young people can participate in contact and non contact activities	Young people can participate in contact and non contact activities

L M H

Level 4

	Indoors	Outdoors
Activity		Young people can only participate in activities that are non contact

Practical Considerations

Minimising contact between individuals and groups

- As a precautionary approach schools should encourage physical distancing where possible between adults, and between children and young people, particularly in the senior phase.
- There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.
- During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.
- Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing-rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.²
- Wherever possible, efforts should be made to keep children and young people within the same groups.

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

Music Provision (Specific to the return of Senior Phase Pupils from 22/02/21)

Education Scotland issued specific guidance to support return of Senior Pupils to complete SQA Music Assessments from 22/02/21 (link below), particularly in relation to the higher risk activities of brass, wind, piping or singing. Risk Assessment dialogue between Performing Arts staff and SLT focused on the advice following the below key statement: "It is advised that one-to-one lessons and practice sessions can go ahead for pupils preparing for assessments in brass, wind, piping and singing. These sessions should be kept to the minimum required (both in length and frequency) to prepare adequately for assessment. Learners will have different requirements and teachers should apply their judgement in deciding what is necessary."

Based on this guidance and in agreement with Performing Arts staff, the following mitigations have been agreed for the return of Senior Phase pupils from 22/02/21:

- No equipment sharing
- Distancing in place between all participants
- All music rooms will be well ventilated. Music staff to ensure windows are open. Janitors to ensure they are closed at end of day.
- All staff and learners should wear a mask at all times.
- Hand sanitisers, Covid Spray, paper towels and other musical instrument-appropriate cleaning materials should be available for use in every music classroom and practice room. JC can provide supplies.
- There should be a delay of at least 30minutes between candidates using music rooms to allow aerosol particles to dissipate.
- Each pupil should have their own copies of sheet music.
- Drumsticks or bows should not be shared
- Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils.

In addition to these, mitigations specific to brass, wind, piping and singing are:

- Single pupil in classroom (Rm19b for this purpose)
- Teacher comes to room. Staff/pupil should not sit facing each other.
- MF/JH will provide clear Perspex screen to sit between pupil and teacher.
- Only brass, wind (including pipes) and singers should remove face masks when performing.
- The room must be sanitised carefully at the end of each performance. If possible, voice/pipes/woodwind/brass should be last candidate of the day in the room. The

						<p>list of rooms needing cleaned at the end of the day should be passed by music staff to Jonathan who will inform cleaners.</p> <ul style="list-style-type: none"> Pupils should not be allowed to blow or tip water from instruments in the teaching room. Paper towels are provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson. As above, JC can provide supplies. <p>Education Scotland "Learning and teaching in Music Key Messages from the COVID-19 sub-group advice": https://education.gov.scot/media/dwlqsrax/music-guidelines-17-02-2021.pdf?fbclid=IwAR3T7j6_AzP50Exm-kRPaT6Jf8l-ybl0Tk8Ujalwg0UjtFkz7dBG9cQzY-M particularly page 7. https://education.gov.scot/media/ry4bk2eg/returnofseniorphaselearners.pdf?fbclid=IwAR2-S7OSQdw3A8iW91ngV_g2H8FqubsRLPskwPkVJlfQccnOxfuRdKYiuUA</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>STAFF AREAS/BASES</u></p> <p>The same social distancing and hand washing hygiene applies to all staff.</p> <p>A reduced number of staff will be able to use the canteen at any one time.</p> <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Staff lunches from the canteen should be pre-ordered and delivered to the staffroom.</p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Soap and paper towels are available beside sink areas and bins are placed near sinks.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible.</p> <p>The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn.</p>	L	M	H
<p>Spread of infection during canteen use / break</p>	<p>Staff</p> <p>Children & young people</p>	<p>Cross contamination of infection.</p>	L	M	H	<p><u>BREAK AND LUNCHTIME</u></p> <p>Staff and pupils can order lunch via a new app that has been put in place in all schools. Full details of this app has been sent out by the Authority catering department. This will enable staff and pupils to pre-order a snack from 3pm on the previous day. Snacks for break can be ordered in the same way from phase 2.</p>	L	M	H

and lunchtimes		Infection of staff, children and visitors		<p>Staggered lunch breaks have been introduced. The school day is the same for S1-3 year groups but S4-6 will have their lunch before having their Period 4 class. The hot meal menu for the coming week will be posted on the school website every Friday. Wherever possible pupils should use their Young Scot card to pay for hot meals. This is the quickest payment method and reduces queuing times.</p> <table border="1" data-bbox="788 244 1957 722"> <tr> <td>Registration</td> <td>9.00</td> <td>9.10</td> <td></td> </tr> <tr> <td>Period 1</td> <td>9.10</td> <td>10.05</td> <td></td> </tr> <tr> <td>Period 2</td> <td>10.05</td> <td>11.00</td> <td></td> </tr> <tr> <td>Break</td> <td>11.00</td> <td>11.15</td> <td></td> </tr> <tr> <td>Period 3</td> <td>11.15</td> <td>12.10</td> <td>Period 3 is 5 mins longer for everyone</td> </tr> <tr> <td>Period 4 for S1-3</td> <td>12.10</td> <td>12.55</td> <td>45 mins</td> </tr> <tr> <td>Lunch (S4-6)</td> <td>12.10</td> <td>12.55</td> <td>45mins 2 queues (same 2 hot options at each) 5min cleaning break 12.50</td> </tr> <tr> <td>Lunch (S1-3)</td> <td>12.55</td> <td>13.45</td> <td>50mins 2 queues (same 2 hot options at each)</td> </tr> <tr> <td>Period 4 for S4-6</td> <td>12.55</td> <td>13.45</td> <td>50mins</td> </tr> <tr> <td>Period 5</td> <td>13.45</td> <td>14.35</td> <td></td> </tr> <tr> <td>Period 6</td> <td>14.35</td> <td>15.30</td> <td></td> </tr> </table> <p>The canteen will at break have a mirrored service in the Games Hall and the canteen. S1 & S6 pupils will be served in the Games Hall and S2, S3, S4 & S5 pupils in the canteen</p> <p>The lunch app will still operate and pupils who order via the app should pick up their lunch from the Games Hall during their lunch slot and eat it in there or outside if the weather is favourable. Similarly, all pupils bringing a packed lunch should eat this within the Games Hall during unfavourable weather. As classes will be running during both lunch slots pupils should not gather in corridors.</p> <p>Pupils are discouraged from going into the village at lunchtime to help protect members of our community, many of whom may be vulnerable due to their age.</p> <p>Pupils should handwash prior to and after eating food. Hand sanitiser is provided and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Canteen staff will continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found here.</p> <p>Where social distancing is not possible for staff approaching the counter staff should wear a mask</p>	Registration	9.00	9.10		Period 1	9.10	10.05		Period 2	10.05	11.00		Break	11.00	11.15		Period 3	11.15	12.10	Period 3 is 5 mins longer for everyone	Period 4 for S1-3	12.10	12.55	45 mins	Lunch (S4-6)	12.10	12.55	45mins 2 queues (same 2 hot options at each) 5min cleaning break 12.50	Lunch (S1-3)	12.55	13.45	50mins 2 queues (same 2 hot options at each)	Period 4 for S4-6	12.55	13.45	50mins	Period 5	13.45	14.35		Period 6	14.35	15.30		
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Process/Activity: Infection Prevention & Control					Location: All ECS Establishments			Date: 19.02.21	
Establishment RA Author: Lorraine Scott					Date of Review: 19/02/2021				