

BRAIDBURN SCHOOL

Protective Measures in School Guidance for Staff and school visitors* Version Twenty-two: 5 September 2021

(*This document is underpinned by our school COVID-19 'Infection Control' Risk Assessment. All updates are shown in red text)



Everyone working together to help us learn, feel safe, make choices, show our feelings and be the best we can be



Introduction

The guidance in this document is underpinned by our school Risk Assessments, which are in place to support the prevention of and response to infections. It has been tailored to the context of Braidburn school and is based on the most the most recent Scottish Government: 'Guidance on Reducing the Risks from COVID-19 in Schools' (V6, published 3 August 2021).

We are guided by the most current Health Protection advice at Braidburn; and as individuals and a staff team, we must remain vigilant and continue to manage the risks of COVID-19.

Essential Public Health measures that underpin prevention and response to COVID-19 within our setting include:

- Symptom vigilance and a requirement that individuals who have COVID symptoms stay at home;
- Enhanced hygiene and environmental cleaning arrangements;
- Effective ventilation;
- Maintenance of physical distancing from others where possible;
- Wearing of face coverings or appropriate personal protective equipment (PPE) where necessary;
- Engagement in asymptomatic testing and recording (twice weekly, for staff and secondary learners);
- Active engagement with Test and Protect.

This guidance has been designed to promote a low risk and supportive environment for learning and teaching at Braidburn; and the measures within it will remain in place until the end of September 2021 at the earliest - at which time further advice will be issued by the Scottish Government. We will continue to apply many of the mitigations that were in place at the end of last session, with some modifications which are referred to in this document.

Updates to the previous issue of this document (May 2021) relate to:

- A wider policy on self-isolation, contact tracing and testing for close contacts, which will enable us to remove 'Bubble' groupings;
- Adjustments to some of the previous mitigations in place in school, to ensure consistency with measures that are now in place in wider society.

The table below summarises our approach to the key mitigations in place at Braidburn from August 2021:

Mitigation	Approach from August 2021 (Retain/Modify/Remove/New)	Timescales/comments
Risk Assessment	Retain	Ongoing Health and Safety Group will review in August
Encouragement of vaccination	New	Ongoing
Environmental cleaning	Retain	Up to 6 weeks – then contingent on further advice
Hand and respiratory hygiene	Retain	
Use of PPE in specific circumstances	Retain	
Face coverings in communal areas	Retain	
Physical distancing for adults	Retain (change in advice to ‘at least 1m’ – but 2m distancing to remain, where possible for logistical purposes)	
One-way system	Retain	
Restrictions on assemblies	Retain small group assemblies.	
Support for people in highest risk groups/pregnant staff	Retain (updated guidance)	
2 x weekly lateral flow testing	Retain (updated guidance/materials to support uptake and recording: City of Edinburgh ‘Go with the flow’ campaign)	
Outbreak management	Retain (updated guidance)	
Self-isolation, contact tracing and testing for adults	Retain with modifications outlined in guidance. (removal of some restrictions for double-vaccinated adult close contacts)	Braidburn School approach will be updated in line with that in wider society from August 2021 (See details in this document)
Self-isolation, contact tracing and testing for learners	Retain with modifications (removal of some restrictions for close contacts)	
‘Bubbles’	Bubbles to be kept, where required Discussion with Health and Safety Committee to take forward plans around Bubbles	
Ventilation	Retain – with strengthened guidance on CO2 monitoring	Ongoing

Restrictions on Drama, Music, PE	Remove	Up to 6 weeks – then contingent on further advice
Restrictions on school visitors	Retain with modifications	
Offsite Excursions	Retain in line with updated guidance (Guidance to be issued in August)	
School Transport	Retain in line with updated guidance	
Readiness and assurance	Retain in line with updated guidance	Ongoing – SLT will revisit 'School-closure' Risk Assessment

This guidance will be reviewed in September 2021 - earlier, in the event of additional Scottish Government updates; and all updates will be shared with staff and parents. It is essential that all staff read and understand this information. Please do contact one of our Health and Safety Committee representatives if you have any questions or concerns regarding this guidance.

Health and Safety Committee:

Chair: Carol Munro (Business Manager)

Minutes of meetings: Cat Weir (HT)

Lesley Liddle (DHT – Primary)

Becky Wallace (DHT – Secondary)

Will Coutts (Support staff team representative)

Marie Goodfellow (Unison representative)

Elise Smart (EIS representative)

Lorna Cavanagh (NHS representative)

Gary Lockhart (AMEY representative)

Clare Laidlaw (NHS representative)

Leigh Ferrand (Parent representative)

Vaccination

- Staff who have not received both doses of the vaccine are encouraged to seek vaccination as soon as possible, following the recommended gap between doses.
- Information on securing an appointment can be found at the following link: nhsinform.scot
- Routine vaccination of children and young people under the age of 18 is not recommended other than for the following groups:
 - Children aged 12 to 15 years of age with severe neuro-disabilities, Down’s Syndrome, underlying conditions resulting in immunosuppression, and those with profound and multiple learning disabilities, severe learning disabilities or who are on the learning disability register;
 - Children and young people aged 12 years and over who are household contacts of persons (adults or children) who are immunosuppressed;

- Young people aged 16 to 17 years of age who are at higher risk of serious COVID-19, as currently set out in the Green Book (COVID-19: the green book, chapter 14a - GOV.UK (www.gov.uk))

Use of Personal Protective Equipment

- PPE (face masks, gloves and apron) must be worn when supporting all Personal Care, all Eating and Drinking and Moving and Handling tasks.
- Staff should be aware of Environmental Health advice that fluid resistant face masks do not protect individuals wearing them from work related hazardous substances (such as coronavirus) but that they may protect others, not the wearer, against coronavirus.
- Additional PPE (protective glasses provided / visors) must be worn where there is risk of splashing to the eyes from coughing, spitting or vomiting. Please be aware that protective glasses / visors should only be worn in addition to fluid resistant face masks, and are not an alternative to masks at times when wearing of PPE is considered essential;
- Face masks should be worn by adults wherever they cannot keep 2m distance from other adults and/or children and young people. Staff should wear fluid resistant face masks OR self-coloured face coverings in classrooms as a general rule. The use of opaque face coverings should be balanced with the needs of individual children, and it is important to recognise that opaque face coverings may limit communication and cause distress for some children. Transparent face coverings are available in school for staff use, as appropriate.
- Staff must be aware that face **coverings** are not fluid resistant. Wearing of face coverings is not advised during support with personal care, eating and drinking or moving and handling; and fluid resistant masks should be worn (with other appropriate PPE) at these times.
- Wearing of a visor may be used as an additional measure during close contact if wearing a face covering rather than fluid resistant mask;
- Face coverings should be worn by adults in the following circumstances:
 - At all times when moving around the school in corridors, reprographics room, staff room / dining room (except when eating), Family room, 'break out' areas and in other confined communal areas including toilets;
 - Where adults are traveling on any school transport;
 - Where parents or visitors are on our school site (whether entering the building or otherwise), including parents at drop-off and pick-up.
- Face masks or coverings are **ESSENTIAL** at all times when working within one metre of any other person; and are **ESSENTIAL** if staff are interacting for a sustained period with each other or a child / young person. (15 minutes or more) within 1 -2 metres. Health Protection Lothian advise that is there is a cumulative effect – i.e. if close to different children or adults for short periods of time adding up to 15 minutes, staff should wear face masks.
- Face coverings are **not** essential outside **If** social distancing between adults can be maintained, but should be worn where this is not possible;
- Face masks should be worn when cleaning and when serving food;

- Gloves and aprons should be used when cleaning equipment that may be contaminated with body fluids such as saliva or respiratory secretions;
- PPE should be worn if a child or young person becomes unwell with symptoms of COVID-19. This includes wearing of eye protection such as a visor or goggles;
- PPE should be disposed of immediately after use. PPE must be disposed of by double-bagging, and placing in one of the designated bins in school corridors. PPE can be stored in designated classroom bins for brief periods of time – but all PPE must be double bagged before placing in classroom bins;
- Cloth face coverings, provided for identified staff, must be laundered as per advice;
- Staff must complete training on use of PPE as follows:
 - Health Protection Scotland video showing the correct procedure for donning and doffing PPE at this [Link](#)
- Nitrile gloves must be used at all times, other than for preparing learner snacks or wiping kitchen surfaces – at which times vinyl gloves can be used.
- Visors can be reused, and should be cleaned as follows: 1. Put on gloves 2. wash visor in hot soapy water (washing up liquid) 3. wipe the visor inside and out, using Unisafe 4. Rinse with clean water 5. Leave to air dry
- Visors / protective glasses should be stored in classrooms;
- Visors / protective glasses must not be shared amongst staff – and can be labelled with staff names;
- Visors showing signs of wear and tear must be discarded
- PPE resources (gloves, aprons, bags, masks) are a potential choking hazard. Staff must ensure all PPE items are stored out of the reach of children and young people at all times - before use, during use and after use;
- Staff must wear PPE (apron, nitrile gloves, face masks) when collecting lunches from the dining room and when supporting learners during morning / afternoon transport.
- Face masks must be disposed of if contaminated (and this includes through being touched by the wearer themselves or if they become moist or soiled) and must not be worn for longer than 4 hours;
- PPE must not be disposed of in outdoor bins. All used PPE must be double bagged and stored in identified PPE bins.

Physical distancing

- Physical distancing between children is not essential at any stage across our school.
- All staff must maintain at least 1m physical distance between each other – and should continue to maintain 2m wherever possible. PPE must be worn when supporting learners in close proximity with other adults (eg during personal care / moving and handling.) See information re use of PPE
- Staff must not use the staffroom if physical distancing cannot be maintained.
- A 'One Way' system is in place around the building. **It is essential that this system is followed during all group transitions - including when learners arrive in school, leave school and transition to areas within the school in groups.** Staff should follow this system as much as possible when moving around the school outwith these times, but it is recognised that very small numbers passing each other in the corridor is low risk – and staff can make a dynamic risk assessment around moving in the corridors during

quiet periods. It is also recognised that accessing the one way guidance is difficult for some of our learners who have complex additional support needs;

- Movement of groups around the school building will continue to be minimised;
- Assemblies will take place in small groups only, pending further update in September
- No more than one person should be in the reprographics room or 'Family Room' at any time – and no more than one person should be in the PE Staff Base at any one time;
- Staff should make their way directly to their classroom on arrival in school; and should not gather in the school entrance hall, Primary Area or Airport lounge. Staff should not meet socially in classrooms or any other areas of the building other than the staff room/dining room area. All movement into additional 'bubble' classrooms must be in the context of arranged cover only;

Contact Tracing

- Close contacts aged under 18 will be directly contact traced by Test and Protect ONLY if considered at the highest risk of being exposed to infection;
- The approach of requiring individuals in class groups to routinely self-isolate as close contacts will no longer be followed in normal circumstances.
- If a child, young person or member of staff is contacted by Test and Protect and identified as a high-risk close contact when at school, they should travel home immediately;
- Incident Management Teams involved in the handling of outbreaks may still make the decision to engage with schools in the handling of cases.

Defining close contacts following exposure between adult to adult

- close contacts are defined as a person having face to face contact with a case within 1m for any length of time, within 1m (not face face) for 1min, or within 2m for 15min cumulatively. This is the standard definition.

Defining close contacts following exposure between adult to child, child to adult or child to child

- close 'high risk of transmission' contacts are identified if they have had clear, prolonged contact with a positive case - mainly household or sleepover.
- Individuals who may have been exposed to a positive case, but **do not** have a 'high risk' of exposure i.e. they have a 'low risk of exposure/transmission' – are defined as 'low risk contacts' and will receive a 'warn and inform' letter. They **do not** require to self-isolate or be tested if they do not have symptoms.

Likely focus of contact tracing if a positive case is over 18 (staff):

Staff contacts – as per standard contact tracing definition outlined in Public Health Scotland Guidance, section 8 page 15:

<https://publichealthscotland.scot/media/3308/covid-19-contact-tracing-guidance-hpt-v35.pdf>

Learner contacts – possibly some 'high risk' transmission contacts from close nature of care, etc if PPE is not used/breaches occurred– Braidburn SLT will help identify contacts

Likely focus of contact tracing if the positive case is under 18 (learner):

Staff contacts: possibly some 'high risk transmission' contacts from close nature of care, etc if PPE is not used/breaches occurred– Braidburn SLT will help to identify contacts

Learner contacts: possibly some 'high risk transmission' contacts – Braidburn SLT will help identify contacts

Examples of LOW risk transmission in school

- Teaching where no physical care is provided
- Support with 'standard' feeding where PPE is used appropriately with no breaches
- Support with procedures (including gastrostomy feeding) where PPE is used appropriately with no breaches
- Support with moving and handling tasks where PPE is used appropriately with no breaches
- General reassurance e.g. giving a short hug
- Personal care for any length of time where PPE is used appropriately with no breaches. This includes:
 - toileting + associated cleaning
 - changing of pads/nappies
 - hoisting of pupils
- Sharing of toys (even if put in mouth) – however, cleaning toys between use should be carried out where possible to further reduce any risks.
- Contact of saliva on clothes/arms from pupils– if cleaning and sanitising of hands/arms can occur promptly afterwards and there is minimal risk of transfer of saliva to face/nose/mouth

Examples of HIGH risk transmission in school

- Any personal care where PPE is not used or breaches in PPE occurred e.g. mask not worn (if mask removed accidentally for a few seconds and then replaced, this would not be considered a breach as long as not coughed on/spat on in this time).
- Any personal care where PPE is used but a high risk event occurred e.g. being spat on, vomited on or sneezed on.
- Situations where prolonged, close supportive care to pupils is given but PPE is not worn e.g. first aid or reassurance/support with hugs whilst unwell, etc, for more than 15min where no PPE is used
- Contact of saliva on clothes/arms from pupils– if cleaning and sanitising of hands/arms cannot occur promptly afterwards and there is risk of transfer of saliva to face/nose/mouth inadvertently, or if event occurs repeatedly through the day thereby increasing any potential risk
- Sharing a household with the case
- Having a sleepover with the case

Further information can be found in the Scottish Government information sheet [here](#)

Self-Isolation

- Staff, children or young people who develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss of change to sense of smell or taste) or who test positive using PCR or Lateral Flow Device, must self-isolate immediately, in line with NHS guidance;
- Staff and parents are strongly encouraged to inform the school office of any positive tests when reporting absences;

Advice for individuals who are a close contact of a positive case

Adults who are fully vaccinated and who are close contacts of a positive case should:

- Self-isolate immediately and book a PCR test.
- Continue to self-isolate whilst awaiting test results
- Continue to self-isolate in the event of a positive test result
- End self-isolation in the event of a negative test (unless symptomatic) even if they have ongoing contact with the positive case as a household member
- Remain vigilant and if symptoms newly develop at any time, follow NHS guidance, self-isolate immediately and book a PCR test
- If an adult is a close contact but has themselves received a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation provided they remain asymptomatic
- Staff who are fully vaccinated should continue to test twice weekly using lateral flow device testing;

Adults (from 18 years and 4 months) who are not fully vaccinated and are close contacts of a positive case should:

- self-isolate immediately, in line with NHS guidance; and book a PCR test
- **Continue to self-isolate for 10 days regardless of the test result.** (This is because a test cannot indicate whether someone is incubating the disease, and therefore may go on to develop it after a test is taken)
- If an adult is a close contact but has themselves received a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation provided they remain asymptomatic

Children and Young People

The previous blanket requirement for children and young people (up to 17 years old) who are close contacts, to self-isolate has been removed. Only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect and asked to self-isolate as follows:

Children and young people who are identified by Test and Protect as close contacts of positive cases should:

- Self-isolate immediately and take a PCR test
- Continue to self-isolate whilst awaiting test results
- Continue to self-isolate in the event of a positive test result

- End self-isolation and return to school in the event of a negative test (unless symptomatic) even if they have ongoing contact with the positive case as a household member
- Remain vigilant and if symptoms newly develop at any time, follow HS guidance, self-isolate immediately and book a PCR test
- If a child or young person who is a close contact has had a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation provided they remain asymptomatic
- Clinically extremely vulnerable children i.e. those in the 'high risk' group (previously called the 'shielding' group) will usually have individual 'Return to School' risk assessments which will include when to inform parents if there is a case of COVID-19 in the school/year groups/class. Parents will have received advice from clinicians from being in the 'high risk' group and will know what actions to take in these scenarios e.g. monitoring closely for symptoms, taking extra precautionary measures, or keeping their children off school as relevant and previously discussed with their health care professionals

Accessing PCR testing

There are a number of ways to access a PCR test:

- Book a test at NHS Inform for your nearest COVID-19 test site. There are drive-through, walk-through, mobile testing units across Edinburgh which are open from 8-am until 8pm, 7 days a week. A full list of sites can be found at Gov.Scot.
- Order a home PCR test kit online, or by calling 119. A test will then be delivered to your home. To return you can either drop the test at your nearest priority post box, or if you are unable to go out, you can also call 119 to book a courier collection from your home

Staff previously on the 'Shielding' list/individuals who are at highest clinical risk

- Individuals on this list can now follow the same advice as the rest of the population within the context of our cautious approach to easing restrictions;
- Strict adherence to mitigations is strongly encouraged across our team;
- Staff who are at highest risk are advised to carry out an individual Risk Assessment – including a COVID-age tool, to highlight personal risk and support discussions around additional adjustments (Please see link for further information: [Coronavirus \(COVID-19\): guidance on individual occupational risk assessment - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-occupational-risk-assessment/pages/1-to-4.aspx))
- Staff who are concerned about being in work due to living with someone who is at the highest risk should contact their line manager to discuss their concerns;
- Staff with Individual Risk Assessments in place should contact their line manager if Risk Assessment review is required or a review would be helpful prior to current arranged review dates
- Further advice is available through:
 - Occupational Health

- Braidburn Health and Safety Working Group
- City of Edinburgh Council Human Resources
- Unison, EIS and other Trade Unions
- Citizen's advice website

Ventilation / Heating

An appropriate supply of fresh air in classrooms can assist with minimising transmission of infection – but it is important to balance this with maintaining comfortable indoor temperatures.

- Windows should remain open where possible – but classrooms must be comfortable;
- Approaches for ensuring ventilation may include the following
 - Partially opening windows;
 - Opening high level windows in preference to low level ones to minimise drafts;
 - Purging classrooms by opening windows when rooms are not in use;
 - Leaving classroom doors open before/after the school day to aid airflow in corridors
- Personal Care areas are very warm. Doors should remain open when these areas are not in use, where possible;
- Ventilation cannot be improved in corridors, and time spent in corridors should be kept to a minimum, where possible. (some children may spend time in corridors as outlined in individual Risk Assessments)
- CO2 monitoring will take place to support our goal of ensuring our building, including learning and teaching spaces, is assessed for any ventilation issues. This assessment work will be completed by the October holiday.

School Cleaning

- Our school will be cleaned by means of electro-static cleaning technology (monthly) in addition to traditional daily cleaning methods;
- FM staff will clean high traffic areas including door handles, hand rails and toilet cisterns twice daily;
- A suitable cleaning product, Unisafe, is available for use in all classrooms to support staff with spot cleaning. Regular touch point cleaning to high volume areas (door handles, sink taps, tables – including table edges / rims) should be carried out every day. Guidance has been shared around use of Unisafe. Please note - A delay of 5 mins between spraying and using surface is recommended;
- Unisafe must not be used on food preparation areas. A product, D10 has been ordered for this purpose and is now available in school;
- Both D10 and Unisafe are BS EN 14476 compliant, making them effective for coronavirus, if used correctly.
- Any issues with cleaning should be reported to the Head Teacher or Business Manager;
- Staff are asked to assist the cleaners in their job by making sure all surfaces in classrooms/toilet areas are free from clutter.

- Unisafe and washing up liquid are currently the only cleaning products that should be used in school. Other products may impact the effectiveness of electro-static cleaning and should not be used.
- Cleaners require access to classroom areas at the end of the school day and staff should leave any classrooms when cleaners are working in the area.
- AMEY managers will be aware of rooms that are in use each day to allow for focussed cleaning, where this is required.

Hand Washing

- Hand Washing remains the main line of defence against infection;
- All adults must wash their hands on arrival in/when leaving school using facilities in entrance area. (Please note – hand sanitiser may be used as an alternative at this time due to limited capacity of handwashing facilities at the school entrance);
- All adults must wash their hands before and after eating, before and after transitioning to different areas of our building or outside, after working with any individual learner in any context, and throughout the school day as appropriate. (Hand sanitiser can be used if hand washing facilities are unavailable. Hand sanitisers are sited across our building).
- All children and young people must wash their hands (and be supported to do this, if required) on arrival in the classroom, before and after eating, before and after transitioning to **any** other areas of the building or outside, and throughout the school day, as appropriate eg at the end of a learning activity or as identified in a child's individual Risk Assessment. (Please note – if hand washing facilities are unavailable, hand sanitiser can be used with **very close adult supervision if considered safe for an individual child or young person**. Hand sanitiser must **not** be used in Nursery or younger children – or with children where it is identified as a risk. (If this is identified as a risk, this must be documented in a child or young person's individual Risk Assessment);
- Social stories, games, song and repetition will help children and young people in developing and consolidating hand washing skills;
- Visuals should be used to support hand washing (and respiratory hygiene);
- Staff should ensure their hands are washed before collecting lunches from the dining room, and on their return to the classroom from the dining room;
- Staff should wash their hands before assisting learners during morning and afternoon transport – and on their return to the classroom following support with transport.

Use of Hand Sanitiser

- Hand sanitisers will be available throughout the building. These will be sited on walls to ensure children cannot access these without supervision. All bottles of hand sanitiser that are not secured to walls **must remain out of reach of all children and young people**. Children in Early Years must not use hand sanitiser;
- Handwashing remains the first line of defence in respect of hygiene. Sanitiser should be used only where handwashing is unavailable. Hand sanitiser must **not** be used in

Nursery or younger children – or with children where it is identified as a risk. (If this is identified as a risk, this must be documented in a child or young person’s individual Risk Assessment);

- Staff must be aware that sanitiser must not be applied near any form of ignition (eg a flame, light switch, socket) due to fire risk – and must ensure sanitiser is applied in a well ventilated area. Electrical equipment should not be touched until hands are fully dry;
- Transport staff will be asked to sanitise their hands before entering the building.

Support with Eating and Drinking / Food Preparation

- Learners will be supported with Eating and Drinking within their classroom or within our outside areas on initial return to school; and a phased approach to returning to the lunch hall will be implemented;
- PPE must be worn when supporting Eating and Drinking – with additional eye protection used in the context of identified risk for individuals;
- Food preparation should be kept to a minimum by encouraging pupils to bring pre-prepared snacks
- Staff should wear PPE during food preparation (face covering, gloves and aprons);
- Sharing of food, cutlery or utensils is not permitted amongst learners or staff;
- Each learner must use their own identified plates/cup/utensils etc;
- Food preparation areas and tables should be wiped down thoroughly with D10 spray before and after food preparation;
- All cutlery/plates etc should be thoroughly washed in hot soapy water after use. (Staff must take their own cutlery, plates and cups home to wash. These must not be stored in school;
- Learners must not be involved in food preparation.
- Unisafe should not be used on food preparation surfaces. Please wash chopping boards, plates and cutlery in washing up liquid. We are currently investigating alternatives for worktops prior to preparation of food. D10 must be used for cleaning food preparation surfaces. Please contact the janitors for supplies of this product.

Supporting anyone who develops symptoms of COVID in school

- If anyone becomes unwell with symptoms of COVID while at school, the Head Teacher must be informed immediately;
- If a staff member becomes unwell, they should go home, self-isolate and follow current NHS guidance. If they cannot go home immediately e.g. if they need to wait to be collected, they should go to the Library. They will be asked to leave the building via the front entrance of the school, moving directly from the Library to the front door.
- If a member of staff is so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. The member of staff should wait in the Library and sit at least 2 metres away from other people. Windows in the Library should be opened;

- Symptomatic individuals should book a COVID-19 test through the NHS. Independent testing is not recommended by Public Health Scotland;
- Learners who become unwell will be taken to the Library to await collection. Only one member of staff should accompany them unless in the context of measures identified in an individual Risk Assessment; and they should wear PPE. The school nursing team should be informed and parents contacted immediately. Parents should be asked for an estimated time of arrival. Windows in the Library should be opened. The school nursing team are available to support individuals who are particularly unwell with COVID-19 symptoms, and will attend the Library wearing enhanced PPE to wait with the individual until ambulance / parents arrive. School staff are not required to wait with the school nurses at this time;
- **Staff accompanying symptomatic individuals to the Library must phone ahead to ensure the room is vacant on their arrival. (tel: 82492). Please note - the PC in the Library is available for staff use - with only one person working in this room at any time, but any member of staff using this area must leave IMMEDIATELY when alerted that a symptomatic individual requires access to ensure they are not in the room when the symptomatic person arrives. A sign will be placed on the door to indicate if the room is available for use. If the room has been occupied by a symptomatic individual at any time during the school day, it will remain out of use for the remainder of that day.**
- Once a possible case has left the school, the immediate area occupied by that person (eg work station, seat, door handles, phones) should be cleaned with detergent to remove organic matter such as body fluids, and then a disinfectant to kill pathogens. Any other areas that a symptomatic individual has passed through do not require cleaning beyond normal cleaning processes. Onsite FM staff will clean the Library immediately after the symptomatic individual has left the building.
- Onsite FM staff are available to support with cleaning of classroom areas that have been accessed by the symptomatic individual.
- Any staff who have been working alongside a colleague who becomes symptomatic will be made aware confidentially and asked to monitor their own health according to current guidelines.
- All staff and learners have a right to confidentiality in the context of their own health. It is important that the health of others, including that of individuals reporting potential COVID-19 symptoms, is not discussed outwith the context of appropriate professional dialogue. Please discuss any concerns with SLT.
- Individuals returning to school following a negative COVID-19 test are **not** now required to show evidence of a negative result. This supersedes previous NHS advice.
- Any individual who has taken a COVID-19 PCR test and received a negative result can return to work immediately if they have not had a fever at any time.
- Any individual who has taken a COVID-19 test following symptoms including fever can return to work 48 hours after their fever has subsided.

Staffroom Guidance / Staff Breaks

- The staffroom should not be used for food preparation, other than for reheating food using the microwave. Refreshments may be prepared in the staff room, including hot drinks prepared using the boiler tap;
- Staggered staff breaks are in place in school.
- Staff should only use the staffroom / dining room area where a minimum of 1m distancing can be observed;
- Microwaves can be used in the staff room and dining room only. Hands must be washed before and after use. Microwaves must be cleaned before and after use. Staff must use their own containers. Physical distancing must be observed around microwaves. Hot food should not be carried through the school building. Unisafe spray is stored beside all microwaves. ;
- Fridge use is limited to milk. This guidance also applies to classroom fridges, and **staff should bring lunch daily, using their own appropriate storage for this, e.g. Thermos, Cool bag;**
- **Staff should use their own personal utensils (including cups and cutlery) and these utensils should be taken home every day to be washed;**
- All staff using the staffroom / dining room should wash their hands before using this facility;
- All staff using the staff room / dining room should wash their hands before and after using any equipment to reduce transmission onto and from equipment, e.g. boiler tap;
- Food should not be shared; and if tea, coffee, sugar and milk are to be shared, staff should wash their hands before and after use; and where possible a disposable paper towel should be under hands to open lids;
- **Staff must not take breaks within Mobility Stores or Family Room** due to inadequate ventilation for prolonged periods;
- Staff may take breaks within their own classroom areas if children are outwith the room. Staff should not gather in other classrooms at break times. Staff breaks must not be taken in the 'Airport Lounge'. Staff room guidance applies to any breaks taken within classrooms;
- The Home Economics room must not be used as a base for staff breaks;
- Staff may wish to take breaks in outdoor areas.
- If the staff room has no capacity for staff breaks, the dining area may be used outwith learner lunch times / cleaning of this area after lunch;
- Staff should avoid congregating around the sink area in the staff room and must wear face coverings around sink and microwave areas.
- Staff should avoid congregating in staff toilets and must socially distance around sink areas at all times.

Use of resources (including cleaning of resources)

- The range of resources, including toys, available for use in school must be restricted; and resources must not be shared between learners at any time, as far as is

practicably possible. This includes **all** non - fixed playground resources eg bikes, scooters, prams...;

- Fixed playground resources do not require cleaning in between group use – but children must wash their hands before and after use;
- Class teams must ensure all resources accessed by learners are clean. At the end of each day classroom resources that have been accessed by learners must be washed in hot soapy water with washing up liquid and left to dry. All resources that travel between home and school must be wiped down or washed on arrival in school.
- Resources that cannot be cleaned using hot soapy water (eg 'Technology' equipment) must be kept clean at all times using alcohol wipes. Hard-surface wipes can be used on iPads, computer keyboards, touch screens, monitors etc.
- Some learners bring their own devices from home – these should not be shared with other learners at any time.
- Each class will be provided with sufficient lidded boxes to store individual learners' resources/belongings.

Pregnancy

- It is recommended that pregnant women have the vaccine;
- An Individual Risk Assessment must be in place to inform any reasonable adjustments required to remove risk for pregnant women. (Normal pregnancy Risk Assessments will also be undertaken, with careful attention paid to mental health and wellbeing);
- Pregnant women must work from home from 28 weeks

Use of shared classroom spaces

- Access to shared classroom spaces will be timetabled, to ensure learners remain in. Learners should only access these spaces when in timetabled class groups;
- Staff must clean tables and frequently touched surfaces with Unisafe at the beginning and end of all sessions in 'non-base' classrooms;
- Use of rooms will be suspended until the end of the school day in the event of any individual developing symptoms in line with possible COVID-19 infection whilst in the room. (A notice to be displayed on the door to indicate if the area is out of use);
- Windows should be opened when the room is not in use. Staff should ensure the windows are open when their group leaves the area;
- With the exception of the Home Economics Room and The Flat, equipment used in 'non-base classrooms' is restricted to resources brought from base classrooms; and all resources used must be cleaned before and after use. Sharing of resources between learners should be avoided, where possible. Resources should be taken back to base classrooms at the end of every session;
- Staff using the Home Economics room or Flat to prepare food must read and follow guidance in the 'Preparation of food in school' Risk Assessment

First Aid

- First Aid should be administered within the classroom setting, where possible. If necessary, a first aider can be called to visit the class of an injured person;
- The school nursing team can be contacted by phone. School Nurses and first aiders will attend the class of an injured person, if required;
- Learners must not be taken to the school office to receive first aid treatment;
- All staff should refer to the First Aid Risk Assessment;
- Our nursing team should be contacted immediately if it is suspected any learner or member of staff has a temperature. Any temperature must be considered as a potential COVID-19 symptom, and protocols for supporting anyone with a temperature in school must be followed with immediate effect.

Aerosol Generating Procedures

- Two work rooms are used to support identified learners with aerosol generating procedures. A notice is displayed on each of the work room doors, advising this.
- A 'Room in Use' sign should be displayed when the room is occupied
- Work rooms must remain empty for one hour following use for support with aerosol generating procedures (other than if required in that time for use by the room's identified user)
- In the unlikely event of a learner requiring support with aerosol generating procedures in their classroom, staff and learners will move (either to an outdoor area or The Hub) and should not return to the classroom for a minimum of 1 hour.

Fire Procedures

- In the event of the Fire alarm sounding, normal evacuation procedures apply. Social distancing should be maintained between classes (and between all adults) as much as possible while evacuating the building and when waiting at the assembly point.
- Please refer to the Fire Risk Assessment.

Offsite Activities

- Local excursions which promote outdoor learning (such as a short visit to a local park or green space) are permitted for those learners in school, as long as these are appropriately risk assessed;
- Updated guidance on school visits and trips is available at the following link – and must be followed in planning offsite excursions:
<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-visits-and-trips/>
- Please be aware that the CEC Health and Safety team have advised we must only use the local wooded area (across the road) with 1:1 support in place. It may be that for some groups this ratio can be amended – but this will require organisation in the context of a Risk Assessment agreed with SLT. (Please note this is not due to the risk

of COVID-19, but will be relevant as part of planning excursions when we do have authorisation to do so).

Links to key National Documents (Please note – it is essential that all staff read and understand the information shared in these documents – and revisit them when updates are shared).

Scottish Government Guidance (August 2021)

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/>

Health Protection Guidance

[Health Protection Scotland Guidance for Non-Healthcare Settings.](#)

NHS Guidance

NHS Inform

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Vaccination

<https://www.publichealthscotland.scot/our-areas-of-work/covid-19/covid-19-vaccinations/covid-19-vaccine-information-and-resources/vaccine-resources-for-professionals/>

<https://www.nhsinform.scot/covid-19-vaccine/the-vaccines/the-vaccines-used-to-protect-against-coronavirus>

The NHS Inform link above also includes a short video:

<https://www.youtube.com/watch?v=z6Srr034CNs&t=40s>

<https://www.nhsinform.scot/covid-19-vaccine/leaflets-other-languages-and-accessible-formats/coronavirus-vaccine-leaflets>

<https://www.parentclub.scot/topics/coronavirus>

Associated School Documents

Please note this document is underpinned by a number of Risk Assessments which will be reviewed in August 2021. It is essential that all staff read and understand the information shared in these documents – and revisit them when updates are shared). All Risk Assessments are available for all staff to read – and can be found on the shared drive (Staff-COVID19 information)

- Infection Control Risk Assessment
- First Aid Risk Assessment
- Fire Evacuation Plan
- Supporting Learners with complex needs Risk Assessment
- Renewal Plan – Phase One Overview Document
- Food Preparation Risk Assessment
- Playground Risk Assessment
- Office Risk Assessment – COVID
- Microwave Guidance
- Use of Shared Classroom Spaces Risk Assessment
- Use of small work room to support targeted learner
- Swimming Risk Assessment

Partners to support staff wellbeing

- City of Edinburgh have an excellent PAM Assist team; and they are contactable 24 hours a day on 0800 882 4102.

Additional Information

- **Risk from objects which may carry infection** should be reduced through ongoing enhanced hand hygiene measures, as set out in this document. This is the most appropriate way of reducing the risk of infection from objects. There is no longer a requirement to quarantine objects for 72 hours. Staff should continue to wash or sanitise hands before and after using pens to sign in and out of the school building;
- **Staff work clothing:** All staff should wear clean clothes to work every day. Staff are not required to change clothes at the end of the school day – but if any member of staff wishes to do so, clothes that have been removed should be taken home in a red laundry bag. It is recommended that staff shower on arrival home after attending work;
- **The use of face cloths and tea towels must be avoided.** Disposable dry wipes should be used as an alternative to face cloths; and dishes should be air dried where possible, or alternatively can be dried using paper towel.
- **Toothbrushing** will not take place in our Primary or Secondary departments;
- **Bubbles** should not be blown through a bubble wand due to the risk of infection from saliva. Bubble machines can be used as an alternative.

- **Walkie Talkies** are used to 'listen' for transport information at the end of the day, and also to enable communication for class teams. Staff using Walkie Talkies should clean handsets before and after use, using the wipes provided;
- **Handsets on classroom phones** must be cleaned immediately before any use by individual members of staff.
- **Money handling:** Staff should wear gloves when handling money - and ensure hands are washed after any cash handling.
- **Face coverings for learners:** Children and young people in secondary schools, including special schools, are now required to wear face coverings in all areas of the building where physical distancing is particularly hard to maintain, such as corridors. The impact of wearing face coverings for our learners with additional support needs, however, must be carefully considered. Where our learners are able, and comfortable to wear face coverings, we would encourage this – but this will not be possible or appropriate for many learners in our secondary department.
- **In person meetings** – School Wi-Fi makes access to remote meetings difficult for some staff. Wi-Fi connection is particularly poor in the Secondary department. Some 'in person' staff meetings are being held in school – in small groups with all staff socially distancing. Conference room capacity is 12 people. Wednesday briefings last under 15 minutes. CPMs are taking place remotely.
- **Access to the school office:** Staff must not enter the school office at any time and should use the office 'window' for essential office visits.
- **Staff who work in additional roles:** Staff and partners who work in roles outwith Braidburn (in addition to their jobs here) must meet with their line manager for a discussion to assess the risks involved with multi setting working, and the potential for transmission of infection. (This includes staff who work in our building outwith the school day eg in cleaning roles for AMEY).
- **Laundering of clothes in school:** Use of washing machines should be kept to a minimum; and that if a learner is unwell, all washing must be sent home. Staff are asked to wear gloves while handling laundry – and should not shake clothes prior to laundering. Soiled items must be sent home in 'red bags' provided; and items must be washed at the highest temperature possible. Staff must maintain physical distancing when using the washing machine and should collect clean clothes as soon as possible. Learners should not wear any clothes worn by others, unless these have been laundered in school.
- **Reporting of absence** – staff should report absence from school by 7.30am, where possible;
- **Application of sun cream for learners** - Parents are asked to apply sun cream prior to the start of the school day. Sun cream that is provided by parents must be clearly labelled. Sun cream provided by school may be used **with parental permission**. Sun cream should be applied outside and the member of staff applying it should wear a face mask and nitrile gloves. Sun cream bottles must be cleaned in between each use.
- **COVID-19 Risk assessments** should already exist for our children and young people. These risk assessments should be updated at the start of the school session. Risk assessments must be mindful of the additional distress children and young people may be experiencing due to measures introduced such as the use of face coverings or PPE, and the need for continued protection of staff. If there are any issues relating to

risk assessment or staff wish to raise concerns they contact their line manager in the first instance.

- **Parent/carer visits to the school building:** Parents/carers may accompany children onto school premises for agreed periods of time, where this is agreed with the school, risk assessed and strictly necessary to support children and young people.
- **Supply staff/partner visits** - Supply staff and other visitors e.g. visiting teachers, psychologists, social workers, youth workers, outdoor learning specialists, and those providing therapeutic support, can now move between schools where necessary. This should continue to be limited to those that are necessary to support children and young people or the running of the school until otherwise advised.
- **All visitors** to Braidburn School must comply with our arrangements for managing risk.

Supporting staff with any Health and Safety concerns in school

- This is a difficult time for us as a team and a school community, and the Head Teacher is working with the Health Protection Team, senior managers and our school Health and Safety Development Group, to minimise the risk of infection in school;
- As outlined in our Risk Assessments, this Guidance for Staff document and our Health and Safety briefings, stringent hygiene measures are in place in the school and these are under constant review.
- Staff may be feeling very anxious and might wish to speak to someone outwith school about this. City of Edinburgh has an excellent PAM Assist team which provides a free confidential counselling service which is contactable 24 hours a day on 0800 882 4102.
- It is important that our team feel safe and confident in school. Any concerns about **any** aspect of Health and Safety in the school should be followed up. The flowchart below highlights the steps staff can take to follow up concerns:

Look at the School Renewal Planning Guidance and Risk Assessment to reassure yourself about the health and safety measures in place in the school



Speak to your Line Manager – they will be keen to help with your concerns and tell you what is in place to support Health and Safety in the school



If you're still not sure about things or have concerns, ask the UNISON or EIS rep in the school to raise this at the Health and Safety group meeting. Any updates will then be fed back to all staff



If you feel your concerns haven't been addressed, speak again to your UNISON or EIS rep and ask them to raise it with the Headteacher

Lateral Flow Self Testing

- Lateral Flow self testing kits are available to all staff and senior phase learners who are working in the building. These were first issued for use during w.b.22 February 2021;
- Participation in LFD testing is voluntary;
- Staff using Lateral Flow tests are required to read and understand information around use of the test kits prior to use and will be asked to sign a consent form on collection of the test pack;
- A YouTube video is available for staff to support use of the tests;
- Kits contain 7 tests – which should be used 2 x per week (on Sunday/Wednesday evenings);
- Tests will be taken in the evening, to enable contact tracing to take place before the start of the following school day;
- The test process takes around 30 minutes; and test results must be logged online, regardless of the result;
- Staff should contact the Head Teacher immediately by phone to report any positive test results;
- Positive results must be followed up with a PCR test;
- Staff should not use Lateral Flow self-test kits within 90 days of a positive PCR test;
- Lateral Flow self-test kits are available to AMEY staff and supply staff.
- 'Nasal Only' swabs will be distributed when current stocks of Lateral Flow self-test kits are used up.

Cat Weir

Update 22

5 September 2021