

BRAIDBURN EARLY YEARS

Protective Measures in Nursery / Pink Class

Guidance for Nursery / Pink Class staff and visitors*

Version Ten: 5 September 2021

(*This document is underpinned by a Braidburn School COVID-19 'Infection Control Risk Assessment')



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

Introduction

The aim of this document is to provide clarity of expectation with regards to a range of practical approaches that are in place to support the safe operation of our school Nursery and Pink Class.

Our Nursery and Pink Class children are at the heart of our guidance, maintaining our priority of ensuring our youngsters are safe, happy and supported through high quality play and learning experiences.

In Nursery, we continue to deliver our provision in a way that is consistent with 'Realising the Ambition: Being me'; with child-led, play based pedagogy driving our practice. We promote a climate in which our children feel safe and secure; and are sensitive and responsive to the needs of every child at all times. High quality experiences are appropriate, rights-based and child centred.

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 Nursery and Pink Class and is based on the most the most recent Scottish Government: 'Guidance on Reducing the Risks from COVID-19 in Early Learning and Childcare Services' (update - published 3 August 2021).

We must remain vigilant and continue to manage the risks of COVID-19; and the essential Public Health measures that underpin prevention and response to infection within our Nursery and Early Years 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;
- Caring for children in small groups;
- Supporting children within a Nursery 'bubble'
- Maximising the use of our Nursery garden;
- Adult wearing of face coverings when physical distancing is not possible, but not when interacting with children;
- Engagement in asymptomatic testing and recording (twice weekly, for staff);
- Active engagement with Test and Protect.

This guidance has been designed to promote a low risk and supportive environment; 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 for Braidburn Nursery and Pink Class 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	
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

Self-isolation, contact tracing and testing for children	Retain with modifications (removal of some restrictions for close contacts)	from August 2021 (See details in this document)
'Bubbles'	Nursery 'bubble' to remain (children)	Ongoing
Ventilation	Retain – with strengthened guidance on CO2 monitoring	Ongoing
Restrictions on singing	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:

Carol Munro (Business Manager)
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

Minimising Risk of Infection

Overview of the ways in which we are minimising risk of infection for our children, staff, parents and partners

- ✓ A Braidburn Health and Safety Development Group meets fortnightly; and representatives from Unison, the EIS, Amey and NHS have joined our Senior Leadership Team on this group;
- ✓ An Infection Control Risk Assessment has been developed and shared with staff;
- ✓ A First Aid Risk Assessment has been updated and shared with staff;
- ✓ A 'Working with Complex Needs' Risk Assessment has been shared with staff;
- ✓ Personal Protective Equipment is available for all Nursery and Pink Class staff – and is used in line with guidance;
- ✓ Social distancing protocols are observed by staff where this is possible within the Nursery;
- ✓ Hygiene protocols, including promotion of regular hand washing for all Nursery staff and children, are in place. Social stories, games, songs and repetition help children in developing and consolidating hand washing skills;
- ✓ Wall mounted hand sanitisers are available across our building for staff use;
- ✓ Identified toilets and personal care areas are used by our Nursery and Pink Class children;
- ✓ 'Frequent' touch surfaces are cleaned regularly throughout the Nursery and Pink Class school day;
- ✓ Visuals are in place to support hand washing, respiratory hygiene and social distancing protocols.
- ✓ Use of the outdoor areas are maximised;
- ✓ Individual Learner Risk Assessments are in place, outlining known behaviours, previously identified support strategies or additional distress that children may be experiencing that may cause or increase the risk of infection. Identified protective measures to reduce potential for harm are outlined within these;
- ✓ Children are generally accessing resources and equipment that is easy to clean;
- ✓ Sharing of toys **from** home is discouraged, but Nursery/Pink Class resources can be shared for use at home. This is not permitted in the event of a positive case in any home or an outbreak in our setting;
- ✓ Toothbrushing is taking place in Nursery in the context of Childsmile guidance (<http://www.child-smile.org.uk/documents/5040.aspx>); but not in Pink Class;
- ✓ Lateral Flow Testing (twice weekly) is available to all staff;
- ✓ All staff are encouraged to receive COVID vaccinations.

Use of Personal Protective Equipment and face coverings

Where there is a need to work in close proximity with adults and children, the appropriate safety measures should be put in place based on that risk assessment (ref: *Guidance on reducing the risks from COVID-19 in ELC Settings (V3, published 30 October 2020)*)

- PPE (face masks, gloves and apron) must be worn when supporting all Personal Care / Eating and Drinking; and hand washing is essential before and after all contact with any child receiving intimate care;
- 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 an identified 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 coverings should be worn by adults when physical distancing is not possible, **but not when interacting with children. Staff should be aware of individual risk assessments and any identified protective measures when supporting individual children;**
- Face coverings should be worn by adults at all times when there are no children in the Nursery;
- Anyone working in Nursery or Pink Class team may wear a face covering at any time where they wish to do so, including when working with children; but 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 Nursery and Pink Class for staff use, as appropriate;
- Reusable face coverings must be stored safely when not in use – eg in a washable, sealed bag or container. Face coverings must not be placed on surfaces due to the risk of contamination;
- Reusable face coverings must be washed each day;
- 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; and fluid resistant masks should be worn (with other appropriate PPE) at these times;
- Face coverings should be worn by adults in the following circumstances:
 - At all times when moving outwith the Nursery / Pink classroom – eg moving around the school in corridors, reprographics room, staff room / dining room (except when eating), Family room and in other confined communal areas including toilets;
 - Where adults are travelling on any school transport;
- Face coverings are **not** essential outdoors 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 could be contaminated with body fluids such as saliva or respiratory secretions;
- **The use of PPE should be based on risk assessment if a child becomes unwell with symptoms of COVID-19.** Risk Assessments must be mindful of the additional distress and impact on emotional wellbeing that children might experience due to the use of PPE. A fluid resistant surgical mask should be worn by staff if they are looking after a child who has become unwell with symptoms of COVID-19 and 2m physical distancing cannot be maintained. Eye protection should be worn if indicated in an individual risk assessment. 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 Nursery or classroom bins for brief periods of time – but all PPE must be double bagged before placing in Nursery or classroom bins;
- Transparent face coverings, provided for identified staff, must be laundered as per advice;
- Nursery / Pink Class staff must complete training on use of PPE:
 - 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 the Nursery / classroom – out of the reach of children;
- 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 / returning the lunch trolley to the dining room, and when supporting children 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 and our Early Years classes

It is important for our children to feel secure and receive warmth and physical contact that is appropriate to their needs, especially when receiving personal care. It is not practical or desirable, therefore, for our children to maintain physical distancing between each other or our staff team. The aim for this strategy is to reduce transmission risk by ensuring children mix in the one small consistent group that stays away from other groups of children at Braidburn.

- Our Nursery children remain within a 'bubble' and do not mix with any other children across Braidburn School;
- Physical distancing protocol is observed amongst staff within Early Years bubbles, where this is possible; but there are many circumstances in which our staff team cannot reasonably be expected to remain 2m apart from each other. Circumstances in which it is not possible or appropriate to maintain the 2m rule will include during support for personal care, eating and drinking support, and when supporting strategies highlighted in individual behaviour support plans / risk assessments;
- Social distancing protocols are observed by all adults at all times when outwith Nursery or Pink Class (or other classrooms in which they may support);
- Physical distancing between children is not essential in Nursery or Pink Class. An additional risk mitigation approach has been adopted to minimise risk of infection, with children remaining within their Nursery group at all times. Individual Risk Assessments have been completed, as appropriate;
- The Soft Play area is currently out of use;
- No more than one person should be in the reprographics room or 'Family Room' at any time;
- Staff should make their way directly to Nursery or Pink Class 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 outwith the Nursery.

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 within our Nursery or Pink Class to routinely self-isolate as close contacts will no longer be followed in normal circumstances. A 'Warn and inform' letter will be shared with staff and parents/carers in relevant groups in the event of a positive case. Lower-risk potential contacts in the school environment will not be advised to self-isolate or take a PCR test in this instance;
- If a child 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;
- 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

until they have received a negative PCR test. Test and Protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts.

- Incident Management Teams involved in the handling of outbreaks may still make the decision to engage with schools in the handling of cases;
- The Head Teacher will inform the Care Inspectorate of any suspected or confirmed COVID-19 cases in Nursery; and will contact Health Protection if there is suspicion of an outbreak.

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 Nursery/Pink Class

- 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 Nursery/Pink Class

- 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 or children 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

The previous blanket requirement for children 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 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 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/guidance-on-individual-occupational-risk-assessment))
- 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 Nursery and Pink Classroom 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 Nursery / classroom must be comfortable;
- Approaches for ensuring ventilation may include the following
 - Partially opening windows / outer doors;
 - Opening high level windows in preference to low level ones to minimise drafts;
 - Purging the area by opening windows / doors when rooms are not in use;
 - Leaving the main Nursery / classroom door open before/after the school day to aid airflow in corridors
- 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.

Nursery / Pink Classroom Environment and Cleaning Practices

Adaptations have been made to our Nursery environment in the context of the following headings from Realising the Ambition: *Being me / Interactions / Experiences / Spaces*.

- Unnecessary furniture has been removed from our Nursery and Pink Classroom – with minimal furniture in place to minimise risk of infection from hard surfaces;
- All non-essential equipment has been removed from Nursery and Pink Classroom;
- Equipment is not shared amongst children at any time without thorough cleaning;
- Individual 'resource boxes' have been purchased. These have been labelled for individual children; and will be stored outwith the Nursery when not in use;
- Soft furnishings – eg cushions, soft toys, resources that are hard to clean have been removed from Nursery / Pink Classroom and are not in general use. These resources are used only in the context of individual Risk Assessment; and all soft furnishings used to support this (eg throws) are used for individual children only; and are laundered following each use.
- Resources such as sand, water and playdough are used with regular cleaning of all equipment;
- Where possible, parents are asked to provide necessary clothing for outdoor play. Where this is not possible, children should not share outdoor clothes or footwear. Shared outdoor clothing must be laundered before use by another child;
- Regular hand washing has been built into all Nursery and Pink Class routines;
- Bubbles are not blown through a bubble wand due to the risk of infection from saliva. Bubble machines can be used as an alternative;
- Children are served lunches within Nursery and the Pink Classroom;

- Our Nursery and school are cleaned by means of electro-static cleaning technology (monthly) in addition to traditional daily cleaning methods;
- A suitable cleaning product, Unisafe, is available for use in Nursery and Pink Class 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 Nursery and Pink Class;
- 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 Nursery room/toilet areas are free from clutter.
- Unisafe, D10 and washing up liquid are currently the only cleaning products that should be used in Nursery / Pink Class. Other products may impact the effectiveness of electro-static cleaning and should not be used.
- Cleaners require access to the Nursery and classroom at the end of the school day and staff should leave the Nursery area when cleaners are working.

Hand Washing

- Hand Washing remains our main line of defence against infection;
- All adults must wash their hands on arrival in/when leaving Nursery / Pink Classroom 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 day as appropriate. (Hand sanitiser can be used by adults 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 Nursery, before and after eating, before and after transitioning outside, and throughout the day, as appropriate eg at the end of a learning activity or as identified in a child’s individual Risk Assessment. (Please note – Nursery / Pink Class children must NOT use hand sanitiser at any time. Wipes may be used if water becomes unavailable at any time);
- Communal basins must not be used for hand washing;
- Social stories, games, song and repetition will help children in developing and consolidating hand washing skills;
- Visuals should be used to support hand washing (and respiratory hygiene);

- Staff should wash their hands before assisting children during morning and afternoon transport – and on their return to the classroom following support with transport.

Use of Hand Sanitiser

- Hand sanitiser is available throughout the building. Dispensers are sited on walls to ensure children cannot access these. All bottles of hand sanitiser that are not secured to walls **must remain out of reach of all children and Children in Nursery must not use hand sanitiser at any time;**
- Handwashing remains the first line of defence in respect of hygiene. Sanitiser should 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.

Use of outdoor spaces

- Children spend time outdoors, where possible during the day; and access to the Nursery garden is available at all times (Mon – Weds) for children in Nursery

Visitors to our Nursery

- There are no restrictions on visits from specialist staff/Allied Health Professionals
- Parents may accompany children onto the premises for agreed periods of time where this is agreed by the school and risk assessed - and where it has been identified this is strictly necessary to support a child.
- All visitors are asked to observe appropriate protocols;
- Multi-agency meetings take place via Microsoft Teams, where possible

Support with Eating and Drinking / Food Preparation

- Our school 'Eating and Drinking' Policy has been updated and and shared with all staff;
- Children are supported with Eating and Drinking within their Nursery / Pink Class;
- PPE is 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 (gloves and aprons);
- Sharing of food, cutlery or utensils is not permitted amongst children or staff;

- Each child 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;
- Children must not be involved in food preparation.
- Unisafe should not be used on food preparation surfaces. Chopping boards, plates and cutlery should be washed in washing up liquid.

Supporting anyone who develops symptoms of COVID in Nursery or Pink Class

- If anyone becomes unwell with symptoms of COVID while at Nursery / in Pink Class, the Head Teacher must be informed immediately;
- If a staff member becomes unwell, they should go home and self-isolate. 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 an NHS COVID-19 test. Independent testing is not recommended by Public Health Scotland;
- Children 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 (in the context of risk assessment). 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 Nursery / Pink Class, 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 children 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** required to show evidence of a negative result. This supersedes previous NHS advice.

Staffroom Guidance / Staff Breaks

- The staffroom should not be used for food preparation. Refreshments may be prepared in the staff room, including hot drinks prepared using the boiler tap. Pre-prepared food can be heated in the microwave, in line with guidance;
- 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. 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);**
- 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 the Nursery or classroom 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' or the Music Room. 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.
- Staff should avoid congregating in staff toilets; and must socially distance around sink areas at all times.

First Aid

- First Aid should be administered within the Nursery or Pink Classroom, 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;
- Children must not be taken to the school office to receive first aid treatment;
- All staff should refer to the First Aid Risk Assessment;
- The school nursing team should be called immediately if it is suspected that any learner or adult 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.

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.

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).

Offsite Activities

- Short local excursions which promote outdoor learning (such as a short visit to a local park or green space) will be permitted for those learners in school, as long as these are appropriately risk assessed;
- All excursions must be 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

This guidance should be read alongside the following:

Scottish Government Guidance (August 2021)

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

<https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/>

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 are reviewed and updated, as necessary. 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 Children with complex needs Risk Assessment
- Renewal Plan – Phase One Overview Document
- Swimming Risk Assessment

Additional Information

- All staff should wear clean clothes to work every day;
- Staff are not required to change clothes at the end of the working day – but if any member of staff wishes to do so, clothes that have been removed can 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.
- Soiled clothes should be ‘double bagged’ and sent home with children at the end of the day;
- Only one person should access the reprographics room at any one time;

- 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.
- Staff should wear gloves when handling money - and ensure hands are washed after any cash handling.
- In person meetings – School Wi-Fi makes access to remote meetings difficult for some staff. Some 'in person' staff meetings are being held in school – in small groups with all staff socially distancing. Conference room capacity is 12 people. CPMs are taking place remotely, where possible.
- Staff must not enter the school office at any time, and should use the office 'window' for essential office visits.
- 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).
- **Reporting of absence** – staff should report absence from school by 7.30am, where possible;
- **Individual Staff Risk Assessment** – Staff with Individual Risk Assessments in place should contact their line manager if Risk Assessment review is required or would be helpful prior to current arranged review dates;
- **Application of sun cream for learners** - Parents are asked to apply sun cream prior to the start of the school/nursery 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;
- **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.

Supporting staff with any Health and Safety concerns in Nursery / Pink Class

- This is a difficult time for us as a team, 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 weekly 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 Planning Guidance (Protective Measures in Nursery/**Pink**) and Risk Assessment to reassure yourself about the health and safety measures in place



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 Nursery/**Pink**



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 issued for use from 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;
Nasal Only' swabs will be distributed when current stocks of Lateral Flow self-test kits are used up.

School infection control measures will remain in place at all times

Cat Weir
Head Teacher
5 September 2021