

The Right Tuition Company Rochester- COVID-19 Doc Last updated: 21.08.20

COVID-19 Safety Measures and Parents' Guide and Safe Operating Rules Introduction

We ask that everyone who visits our centre, comply with the latest Government guidance on Coronavirus. We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England.

Key principles of Safe Operating Procedures

- **Covid Symptoms.** Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend any of our centres and must isolate at home. The most common symptoms are a new continuous cough, a high temperature or a loss of taste and smell. If a child is suspected of displaying COVID-19 symptoms during their session, they will need to be collected as soon as possible and 'isolate' at home, in line with NHS guidance. **They may not return until they have finished the required isolation period and are symptom free or have achieved a negative test result (proof will be required).**
 - Free tests are available to anyone displaying symptoms. Dial 119 to be directed to your nearest testing facility.
 - Lesson material will be sent to parents by email, during periods of absence.
 - Prompt exclusion is essential for preventing the spread of infection.
 - Children and employees who are classed as clinically vulnerable should follow their medical advice before attending lessons.

- **Responding to a person displaying symptoms of COVID-19 on site.**
 - **If a child is suspected of displaying coronavirus symptoms** whilst in our centre, they should be collected as soon as possible and 'isolate' at home in line with NHS guidance. The child must be tested before they return. Whilst waiting to be collected, they will be isolated from others in a well-ventilated area. The area will then be thoroughly cleaned. The person responsible for cleaning the area will wear gloves and a face mask. If the child becomes very unwell, we will follow our normal emergency procedures and call 999. All parents must please ensure that all emergency contacts are up to date and that they are able to collect their child in the event of an emergency or if they become unwell. Parents must ideally be able to collect their child within 30 minutes of receiving a telephone call.

 - **An employee who displays symptoms.** In the event of an employee developing coronavirus symptoms whilst at work, they will leave work immediately and isolate at home in line with NHS guidance. They will be required to take a test that shows a negative result before they return to work. All staff will, as a precautionary measure, also take a test.

- **Increased cleaning.** Extra cleaning processes are in place, throughout and at the end of the day. Hand sanitizer is available at the desk for everyone entering the building. Communal areas, door handles and shared facilities e.g. shared stationery,

computers, desks, etc will be cleaned and disinfected before and after use. The rate of hand cleansing must be significantly increased. **Everyone, including children, must use the alcohol-based hand sanitiser (at least 60% alcohol), before entering reception or any of the classrooms.** There will be regular opportunities, encouragement, and support for hand cleansing, throughout the day. Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue immediately.

- **Items from home.** We ask that no items are brought from home (apart from personal drinking bottle and snack for assessment days), unless absolutely essential to your child's learning. We will supply YR3, YR4 and YR5 children with book bags to store all learning materials. We advise a wipe down of personal items before and after entering the centre.
- **Implementing social distancing.** Our small class format is an advantage as distancing can naturally occur. Desks will be spaced out and children will, where possible, face forward. The waiting room is not open to parents and markers have been placed outside to stop groups gathering at the entrance way.
- **PPE Equipment.** Government guidance is that PPE is not required for general use in schools to protect against COVID-19 transmission. It is not recommended that staff wear a face covering or face mask (although some may choose to). **Parents are required to wear a face mask when entering our premises.**
- **Waiting Room.** We cannot, except in exceptional circumstances, allow children or parents to wait in reception areas for extended periods of time.
- **Temperature and symptom monitoring.** Public Health England's guidance is that routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, where there is evidence of a high temperature and/or new continuous cough. If a parent/carer administers Calpol (or similar) to a child to reduce their temperature, the child must remain at home to ensure the Calpol does not mask any other symptoms that may develop. Everyone over the age of five, children, parents and members of their households, are now eligible for a COVID-19 test, should they display coronavirus symptoms. Any suspected or confirmed case must be reported to the Centre Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated are advised to self-isolate for 14 days before returning to lessons. Positive tests will be reported to Public Health England and Ofsted by the Centre Manager.
- **Travel to lessons.** Wherever possible, staff and parents are encouraged to travel alone using their own transport and to avoid public transport at peak times. If public transport is necessary, current guidance on the use of public transport must be followed. Parents will be asked not to leave travel accessories including buggies, car seats and/or scooters in any of our centres.
- **Eating and drinking.** Children should bring their own water bottle, with their name on, so that there is no need to use on-site crockery or enter the kitchen. Similarly, we ask that children do not use the fridge to store sandwiches, etc, during this time. If something is required from the kitchen area, children should ask a member of staff to help.



- **Staff.** All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.
- **Visitors.** Visitors will not be permitted on site unless contact is essential (e.g. essential building maintenance) or a safeguarding issue that cannot be resolved by telephone. Where essential visits are required, these will be made outside of the usual operational hours, where possible. Meetings will be conducted via videoconference or telephone, where possible.
- **Wellbeing.** We know that this can be a very unusual and worrying time for everyone. We will try our best to create an inspiring learning environment that is as close to “normal” as possible.