

# PANDEMIC VIRUS PLAN

March 2020

In line with the recommendation from the Department for Education and Public Health England the School has developed the following plan.

The aim of the plan is to:-

- put in place robust systems and procedures to respond to a pandemic and minimise the impact on both staff and children
- develop measures to help maintain essential services and cope with the additional burden a pandemic will place on the school
- help to maintain the health and safety of all staff and pupils
- help to maintain a healthy environment for both staff and children
- to inform parents/carers of new information in a timely manner

## **Possible Reasons for Full or Partial Closure**

- Directive from the Government (Ministerial Order)
- Directive from the Local Authority or Health Authority
- Case reported at school (pupil or staff member) or in the immediate community (Headteacher to take the decision to close)
- High staff absence due to them being unwell themselves or having to care for dependants (Headteacher to take the decision to close)

**Communication** – disseminate plans, provide information –

### **To Parents/Carers**

Parents/Carers will be provided with up to date information by letter, texting, posters, web site and local media.

**NB** – It is also important for parents/carers to ensure that if their children are displaying symptoms that they keep their child at home and that they inform the school. It is also important that they inform NHS 111 as soon as possible.

### **To Staff**

Staff will be notified by emergency meetings, text and via the Emergency Communication Tree and e-mail.

### **Outside Agencies**

Emergency Communication Tree, Headteacher, media and e-mail – to include key contacts at the Local Authority and Health Authority

***PARENTS CARERS TO ENSURE THAT ALL THEIR CONTACT DETAILS ARE UP TO DATE***

### **Infection Control**

How we can prevent/minimise the spread of infection

### Handwashing

Handwashing is one of the most important ways to prevent the spread of both of these infections. This applies to the child who is ill and the person looking after them. Hands should always be washed, using liquid soap.

- After using the toilet
- Before eating or handling food
- After coughing and sneezing

### Handwashing Rules



Wet



Soap



Wash



Rinse



Dry

Stop germs spreading  
The power is in your hands

### Coughing and Sneezing

Coughs and Sneezes spread diseases.

Children will be encouraged to use a tissue to cough or sneeze into, then throw it in the bin and then wash their hands. The message of **Catch it, Bin it, Kill it** will be hi-lighted in school.

School will ensure that these messages are given a high profile in school, by demonstrating, reminding and highly visible posters. The school will also ensure that each class has tissues available, soap dispensers are regularly topped up and staff are highly vigilant:-

- All affected pupils and staff are immediately sent home
- Parents/Carers need to inform the school as soon as possible about the reason for their child's absence
- Supply staff are not used – especially if they have been to an area affected by the virus
- The school and local community keep each other informed (local school, colleges, children's centre, brownies etc)
- All staff and children who have visited an at risk area are to inform the school asap, so that the school can see what the appropriate action should be. If told to self-isolate they must follow this instruction/directive following advice from [NHS 111](#)
- If a child falls ill at school (where possible) provide an isolation room for use by the child during the day until their parents/carers can collect them and ensure this room is cleaned very regularly; isolate the child (with appropriate supervision) and inform the parents/carers as soon as possible.
- Remind parents/carers that children displaying the symptoms should stay at home

- Avoid bringing children together in large crowds in enclosed spaces (eg whole-school assemblies) if advised to do so

### **Cleaning Arrangements**

- All desks/tables/chairs and solid surfaces to be cleaned daily using a detergent solution.
- Potentially infected waste (tissues) to be tied up
- Toilets and surrounding areas such as door handles and light switches to be cleaned and disinfected using cleaning solution and followed by wiping with a dilute solution of a chlorine based product
- All telephones to be cleaned daily
- ICT area – all surfaces to be cleaned daily using a detergent solution
- Immediate ceasing of the use of sandpits/water play, clay/play dough and cooking activities during the **outbreak**. Any of these products used in the early stages of the outbreak **must** be discarded
- All toys and water/sand containers should be washed with detergent solution and wiped with chlorine dilute solution
- Anti-bacterial hand gel to be available next to the signing in machine in the reception area

### **Curriculum**

Use PSHE/Assemblies to inform children about the importance of good hand washing habits and the importance of using a tissue to sneeze into.

Other ways of ensuring these important messages are given is by the use of assemblies, modelling, demonstrating, posters and by staff vigilance.

### **Expectations of Staff**

Tenacres First School would expect **all** staff to be flexible, this may mean that they cover for absent colleagues, class sizes could be increased, their duties are re-assigned and increased and PPA cover may be suspended in the interim. (this would be a last resort).

### **Possible Scenario's for Tenacres First School**

**Full Closure** – see earlier in document

**Partial Closure of school** – This would happen due to the following:-

- High number of staff absence – teaching and non teaching
- A suspected outbreak in a particular year group

**Partial Closure** – only certain Year groups attend, this would be done on a rota basis.

If staff numbers were not sufficient, the Reception would close first, this is due to not all children being non-statutory school age.

### **Reduced Day**

This would happen if we had insufficient staff to supervise at lunchtime and we did not have enough other staff to cover.

\* If and when appropriate the Critical Incident Plan would come into action and run alongside this document.

***Approved by the Finance & Staffing Committee on 6<sup>th</sup> March 2020 Please note this plan may be updated in-light of any new instructions/guidance issued***