

Jamia Islamia Birmingham

RE-OPENING ACTION PLAN



SEPTEMBER 2020

Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the school's risk assessment.

No	Essential Control	School Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in the Medical Room. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet, it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms should be cleaned with normal household disinfectant. • All new staff will complete training on infection control. All staff, current and new, will be reminded of the key messages from the training.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff should sanitise hands on entering and leaving school and before and after each lesson. Students and Staff will be required to bring their own sanitising gel/liquid in suitable containers. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. • Welfare staff will regularly visit lessons to remind everyone to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration.. • The Admin Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • The school will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using the school bus or public transport. A stock of additional masks will be provided to the bus company in case a student or staff forgets to bring a face covering. • The school will deploy masks around school in order to ensure that these are available for use when staff are not able to maintain social distancing (e.g. providing intimate care, one-to-one learning support).
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> • All classrooms will be provided with disinfectant wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> • A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. • The Estates Team will schedule checks each day on stocks of cleaning materials to check there is adequate supply.
5	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> • Year 7-11 is one bubble and 16+ is another bubble. • All year groups will be kept separately where possible (e.g. in lessons), though will constitute one bubble. • Each bubble will have a designated set of classrooms (i.e. homebase) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the school and mitigate crowding on corridors and contact with students of other year groups. Staff will move within bubbles and will be required to socially distance from students at all times. • Each bubble will have a designated venue for break time, lunchtime, assembly and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. • When using specialist rooms: <ul style="list-style-type: none"> - Disinfect teacher and student workspaces before and after lesson. - Students sanitise before and after the lesson. - The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. • Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other bubbles until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). • For marking of student work or assessments, teachers will wait 48 hours before handling. Student books and test scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking scripts.
6	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • The school will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: <ul style="list-style-type: none"> - Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools should continue to administer their care following the school's usual procedures. - Support for pupils whose specific needs mean they may be liable to spit: Appropriate staff should use PPE following the school's usual procedures.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> - First aid: First aiders should follow the school’s established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. - Catering: Kitchen staff should wear disposable gloves and aprons. A face shield will be worn based on the risk assessment.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> • The school will share advice on, and promote engagement with, ‘test and trace’ with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment and confirm next steps. • Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> - If any of these individuals develop symptoms, they will be eligible for testing. - If positive, they should isolate for 7 days from the onset of their symptoms. - If negative, they should complete full 14-day isolation period. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak. • The school will keep the LA updated (by completing relevant proforma).

Staff Expectations

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Avoid sharing cars.
3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. Wipe your keyboard and mouse at the start and end of each lesson.
7. When teaching, avoid movement around the classroom and maintain distancing from students.
8. When marking work, wait 48 hours before handling and returning.
9. Where possible, keep doors and windows open at all times.
10. Do not gather in the staffroom. Stick to a reduced capacity of each room.
Maintain social distancing at all times.

Student Expectations

When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using the school bus or public transport.
3. Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
4. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
5. Stick to your bubble and homebase at all times.
6. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
7. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
8. At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). Maintain a safe distance from others.
9. Do not share belongings (stationery, food etc) with others.
10. Use your designated toilets only. Only enter the toilets if there is a free cubicle.