Covid 19 Policy

V1.02

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1. What is Covid-19 (Coronavirus)?

SARS-Cov-2 is a coronavirus which causes a severe illness termed Covid-19. It spreads primarily through contact with an infected person through respiratory droplets, for example, coughs or sneezes, or through touching surfaces which are contaminated with respiratory droplets. These droplets are relatively heavy and so can only travel a short distance. Infection may travel in either direction and protection for our students, tutors and staff is paramount. Information about Coronavirus is available at www.gov.uk/coronavirus

It is essential that everyone complies with guidance relevant to their individual circumstances. Scientific advice suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. However, it remains important that protective measures are put in place to help reduce the risk of disease transmission.

Write-Trak complies with the UK Government recommendation of keeping children in small, consistent groups of no more than 15 children with one or two staff members.

Write-Trak and its tutors take the health and safety of all in its working environments very seriously and in particular specifically coronavirus (COVID-19) protective measures. We encourage each of our small and self-employed providers to have a written policy, and each should be aware of Covid19 risks and how to reduce them

Where a child routinely attends more than one setting on a part time basis, Write-Trak will work through a system of controls collaboratively, enabling the company to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.

2. Covid 19 secure

This section is designed to help you understand and achieve the steps necessary to attain 'Covid-19 secure' status, together with some considerations for return to teaching. The government has released a 'Covid-19 secure' poster which can be displayed in your premises once you have taken the necessary steps and are satisfied that your place of work meets this standard.

The five key criteria that employers and the self-employed must meet in order to be considered 'Covid-19 secure' are as follows:

- Carry out a Covid-19 risk assessment and share the results with all parties concerned.
- Have cleaning, hand washing and hygiene procedures in line with guidance.
- Take all reasonable steps to help people work from home.
- Take all reasonable steps to maintain a one/two-metre distance in the workplace.
- Do everything practical to manage transmission risk where people cannot socially distance, currently 1 metre apart.

3. Key measures each setting should have in place

Write-Trak and its tutors should consider the following areas, where its employees and its tutors each have a responsibility of care to consider.

1. **Risk assessing** - Minimising contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms do not attend their setting. This also applies if a member of their family has symptoms or if they have been advised by NHS Test & Trace as 'a close contact' to isolate at home.

2. **The teaching environment**

3. **Infection and Protection Control**

    Hand Hygiene - Encouraging staff and students attending to clean their hands more often than usual, including before and after activities and before and after using toilet / washroom facilities.

    Respiratory hygiene - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

    Surface cleaning - Cleaning frequently touched surfaces more often than usual using standard products, such as detergent or bleach.

    Toilets - Increased frequency of cleaning of toilets and washrooms.

4. **PPE**

5. **Teaching equipment and resources**

6. **Teaching Bubbles** - Minimising contact and mixing between groups of children by altering the environment to allow for social distancing between children and keeping children in small consistent groups.

7. **Transportation**

4. Risk assessing

Write-Trak and students, parents / carers / guardians must report any of the prime signs and symptoms of Covid19 immediately to Write-Trak and / or the relevant authorities, so the correct action can be undertaken to safeguard and protect all involved.

Write-Trak will not knowingly allow pupils, staff and other adults to go into the tutorial or work environment if they have coronavirus (COVID-19) symptoms, or have tested positive for Covid-19 in the last 14 days. Currently these symptoms are:

- A fever in the last 7 days, (feeling hot to touch on the chest or back
- Recent loss of taste or smell
- Current or recent persistent dry cough (coughing a lot for more than an hour, 3 or more coughing episodes in 24 hours or worsening of a pre-existing cough)
- If you or they have you been in contact with anyone in the last 14 days who has been diagnosed with Covid-19 or has coronavirus-type symptoms.
- Been told to stay home, self-isolate or self-quarantine
- Have any other symptoms that may mean you have a Covid-19 infection? (loss of taste and smell, unusual fatigue or shortness of breath)

If anyone in the tutorial environment becomes unwell with

- a new, continuous cough or
- a high temperature, or
- has a loss of, or change in, their normal sense of taste or smell (anosmia)

they must be sent home and advised to follow the UK Governments 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

1) Additional risk factors to consider

In risk assessing each teaching venue, tutors and Write-Trak take into consideration the following factors:

- Family members / others that may use shared spaces with students.
- Consideration for family members that may be self-isolating
- People who are ill may be staying at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in tuition wherever possible, and minimise potential for contamination so far as is reasonably practicable

5. Do not come in or teach

You must inform Write-Trak, not come to the Write-Trak offices, and cease direct face to face teaching and contact with all members of staff and students in the following situations:

- If you have any Covid19 like signs or symptoms
- If a partner, close family member or someone you live with has any Covid19 like signs or symptoms
- If you are directed by NHS Test and Trace to self-Isolate
- If you have good reason to suspect you have been exposed to the Covid19 virus.
- If you have undertaken a Covid19 test (until the result of the test is known)
- If a partner, close family member or someone that you live with has undertaken a Covid19 test (until the result of the test is known).

In any of the above scenarios you should inform Write-Trak as soon as is practically possible so that appropriate action can be taken.

6. Teaching environment

In preparing to teach students each tutor should consider the planning and organising in the classroom and teaching sessions. All should refresh the risk assessment and other health and safety advice in light of recent government advice, identifying protective measures required and ensure that all health and safety compliance checks have been undertaken before opening. Consider the following;

- Organise small class groups
- Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible
- Refresh the timetable
- Which lessons or activities will be delivered?
- Which lessons or classroom activities could take place outdoors?
- Use the timetable and selection of classroom or other learning environment to reduce movement around your environment
- Stagger break times (including lunch), so that all children are not moving around at the same time
- Stagger drop-off and collection times
- How best to supplement face to face education with some remote education
- Plan drop-off and pick-up protocols that minimise adult to adult contact
- How students arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible.

1) Arrival and departure from tutorial venues

Tutors should consider how to communicate with students on arrival and departure to and from their location to transport companies, parents etc. and remind them about the process that has been agreed for drop off and collection.

2) The tutorial rooms

The tutorial locations in each individual venue should be checked by tutors regularly to ensure that:

- The environment appears safe (it is a well-maintained, clean building with a clear exit route in case of emergencies and a first aid kit available).
- The tutor knows what to do in the event of a fire or emergency
- Tutorial rooms are able to be well-ventilated, either by a ventilation unit or naturally (for example, open windows)
- Soap or hand sanitiser is readily available for staff, students and parents / carers / guardians to clean their hands.
- Posters are visible promoting hand and respiratory hygiene e.g. frequent handwashing or the 'catch it, bin it, kill it' approach
- The setting is cleaned frequently (e.g. cleaning checklists in toilets are visible and completed regularly)
- Use of toilets are managed to prevent overcrowding

- Children attending the setting are in small, consistent groups of no more than 15 children and 1 or 2 staff members
- Social distancing is promoted, through physical markers for instance
- An appointed person is responsible for first aid
- The tutor has relevant training to deal with child protection and safeguarding issues (for example abuse and neglect)
- A child protection policy can be given to parents on request. This should say how children can report concerns and how the provider will make parents aware of them
- There is an appointed safeguarding lead
- A parental consent form, which asks for medical information and emergency contact details, is needed before the child attends for the first time
- A complaints process is in place

3) Outside space

Tutors should, where possible, utilise outdoor spaces, this may be for exercise and breaks or for outdoor education, this can limit transmission and more easily allow for distance between children and staff.

Outdoor equipment should not be used unless the tutor is able to ensure that it is appropriately cleaned between groups of using it, and that multiple groups do not use it simultaneously.

4) Shared rooms

Tutors and staff should use dining areas and internal and external facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix. Adequate cleaning between groups between groups takes place.

5) Staffrooms

Write-Trak shall stagger the use of staff rooms and office spaces to limit occupancy.

6) Social distancing

Tutors should make small adaptations to their individual classrooms to support social distancing where possible. That should include seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

Maintaining socially distanced working (1+ metre) may not be possible when working with some students who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. Students are encouraged not touch staff and their peers where possible. Write-Trak recognise that this will not be possible for the youngest children and some children with complex needs and it is not feasible in some tutorial venues where space does not allow.

7. Infection Prevention Control

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1) Minimise contact

Tutors should 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 or have been advised by NHS Test & Trace to self-isolate, do not attend.

2) Cleaning hands

Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

3) Respiratory hygiene

Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach cleaning frequently touched surfaces more often than usual, using standard products such as detergents and bleach.

4) Reduce overcrowding

Minimise contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded).

5) Ventilation

Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units.

6) Shouting

Tutors and staff should note that there may be an additional risk of infection in environments where you or others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you. You should consider this added risk in environments that require children or adults to raise their voice to communicate with anyone outside their household and consider how to reduce the risk by avoiding particular activities in your setting, such as group singing activities for example.

7) Spitting / physical contact

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.

8. Personal Protective Equipment (PPE)

Staff and tutors can move between tutorial locations; however, they should ensure they minimise contact and maintain as much distance as possible from other staff, and consider appropriate PPE on a case by case basis.

The UK Government states: "*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.*" UK Govt June 1st 2020.

Write-Trak does not require tutors, children and learners to wear face coverings. It acknowledges that changing habits, cleaning and hygiene are considered very effective measures in controlling the spread of the virus.

As tutors work predominantly indoors in confined spaces and for extended periods of time, often within the social distance (1+m) Write-Trak recommends that Staff should use appropriate PPE as outlined below. Write-Trak consider that to work safely in its teaching and office situations in relation to transmittable virus' the following PPE will be required.

- **Face Masks - fluid-resistant surgical face masks (FRSM)**

A face mask should be worn if a distance of 1+ metre cannot be maintained. They may be used for a session, e.g. a morning teaching.

Face coverings should not be worn by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

- **Disposable gloves / Disposable plastic aprons**

If direct contact is necessary, then gloves, an apron and a face mask should be worn.

- **Eye protection (for example a face visor or goggles)**

If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

Full PPE must be worn;

- Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained PPE should be worn
- Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

1) How to don and doff PPE.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:
- Cover both nose and mouth
- Not be allowed to dangle around the neck
- Not be touched once put on, except when carefully removed before disposal
- Be changed when they become moist or damaged
- Be worn once and then discarded - hands must be cleaned after disposal

2) Removing Face coverings

Tutors should have in place a process for removing face coverings if / when students and staff who use them arrive and communicate it clearly to them.

They must be instructed to;
- Not to touch the front of their face covering during use or when removing them.
- Wash their hands immediately on arrival (as is the case for all pupils).
- Dispose of temporary face coverings in a covered bin
- Place reusable face coverings in a plastic bag they can take home with them.
- Wash their hands again before heading to their classroom.

3) Disposing of PPE

Used PPE and any single use disposable face coverings that staff, or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the [guidance on cleaning for non-healthcare settings](#).

- Put it in a plastic rubbish bag and tie it when full
- Place the plastic bag in a second bin bag and tie it
- Put it in a suitable and secure place marked for storage for 72 hours
- This waste should be stored safely and securely kept away from children.
- You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

9. Teaching Equipment and Resources

1) Pencils / pens

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. You could consider using a clean box and a used box (ready for cleaning).

2) Books / games

Classroom based resources, such as books and games, can be used and shared within established bubbles of students; these should be cleaned regularly, along with all frequently touched surfaces.

3) Art / science resources

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

4) Pupils bringing items in

You should ask pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.

5) Reduce the use of shared resources:

Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.

Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently

Equipment must be cleaned thoroughly and the classroom or other learning environment between cohorts.

6) Toilets

As with all frequently used surfaces, toilets should be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but is advised to be more frequently than might have been previously considered appropriate.

 In most cases we expect cleaning of toilet facilities to take place at least twice a day, and in particular between use by different classes and groups.

10.   Teaching Bubbles

Maintaining distinct groups or 'bubbles' (less than 15 students) that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

In considering the group sizes and how to group children for each tutorial setting, Write-Trak takes into account the following factors;

- The current UK Government guidance on social distancing
- The ability of the children in attendance to maintain social distancing
- The age of the children in attendance
- The nature of the teaching activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)
- The individual size or layout of each tutors premises

Write-Trak shall endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, this includes where possible

- Grouping children together
- Avoiding contact between groups
- Asking tutors to arranging classrooms with forward facing desks
- Encourage all tutorial staff to maintain distance from pupils and other staff as much as possible

Write-Trak consider it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Tutors should maintain distance from their pupils where possible, e.g. staying at the front of the class, and away from their colleagues where possible ideally 2m. Tutors should also avoid close face to face contact and minimise time spent within 1 metre of anyone.

Write-Trak shall endeavour to keep cohorts of students together and wherever possible:

- Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- Ensure that the same tutor(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff
- Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Tutors may want to consider seating students at the same desk each day if they attend on consecutive days

11.   Transport

- All transportation providers for Write-Trak should follow the UK Governments guidance on safer travel, [COVID-19: safer transport guidance for operators](#) , and *Protocol for operating KCC transport services* policy, Appendix 1.
- Write-Trak and its tutors will endeavour to ensure tutors, parents and young people follow the [Coronavirus (COVID-19): safer travel guidance for passengers](#) when planning their travel.
- Ensure that transport arrangements cater for any changes to start and finish times

12.   Covid-19 in the classroom

Tutors and staff should respond to any infection by;
- Contacting Write-Trak
- Engaging with the NHS Test and Trace process
- Contain any outbreak by following local health protection team advice

1) If the tutor or student becomes ill?

If anyone in your work setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell, they must be sent home and advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a student becomes ill with symptoms of coronavirus (COVID-19) and needs to be cared for until they can return home and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by tutors and staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, should follow guidance from the NHS Test and Trace or the Local Health Protection Team.

2) Transport

Any student or staff member who starts displaying coronavirus (COVID-19) symptoms while at their setting should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home, you should do one of the following:

- use a vehicle with a bulkhead or partition that separates the driver and passenger
- the driver and passenger should maintain a distance of 2 metres from each other
- the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so

3) Covid Tests

Write-Trak will provide Covid19 tests for any tutor / member of staff who may have been exposed during this time. Tutors may be required to get a test if directed to do so by NHS Test and Trace, or other official body.

4) Cleaning

Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read guidance about cleaning non-healthcare settings.

5) First aid

Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

6) Visitors

Write-Trak has considered how to manage other visitors to the site, such as contractors etc. and staff and tutors should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of tutorial hours, they should. A record should be kept of all visitors.

13.   Communicating to others

Write-Trak shall communicate its plans for reopening, its provision to parents, including new safety measures that have been put in place to reduce the risk of infection and transmission of the virus. When communicating plans to parent / guardians / carers / visitors etc. Write-Trak will work with all those connected with the students educational care to ensure and consider the following:

- The use technology to communicate with parents / carers / guardians digitally where possible.
- People should not enter if they are displaying any symptoms of coronavirus (COVID-19) (following the COVID-19: guidance for households with possible coronavirus (COVID-19) infection)
- If their child needs to be accompanied to the tutorial setting, only one parent should attend
- Allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) are provided
- Not to gather at entrance gates or doors, or enter the venue (unless they have a pre-arranged appointment, which should be conducted safely)
- Encouraging parents / carers / guardians and students in the use of online education resources such as e-bug and PHE schools resources
- Ensure people are aware of recommendations on transport to and from the tutors setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers
- Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
- Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, transport cleaning, hygiene suppliers etc.
- Encouraging parents / carers / guardians to avoid using public transport to get to your setting. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household).
- When allocating drop off and collection times to parents, avoid scheduling these during peak hours for public transport.

14. Safeguarding and managing the wellbeing of students

1) Safeguarding and Child Protection

The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Due to the current circumstances, vulnerable children may be particularly isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access.

Write-Trak considers it important that tutors and staff are aware of the safeguarding issues that can put children at risk, such as abuse and neglect, and the signs to look out for. All tutors and staff should be familiar with Write-Trak's safeguarding policy.

2) Supporting Children's Wellbeing

We consider it important to recognise that all tutors may also need to consider how to support:

- Individual children who have found the long period at home hard to manage
- Those who have developed anxieties related to the virus
- Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased or new caring responsibilities.

As part of your provision, you may wish to provide:
- Opportunities for children to talk about their experiences of the past few months
- Opportunities for conversations with trusted adults where this may be supportive
- Some lessons on relevant topics, for example, mental wellbeing or staying safe

Covid resources for students

https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands

https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes

https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene

https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene

15.   Cleaning

For cleaning and hygiene tutors and staff should ensure that they are following guidelines set down by the UK Government and follow the COVID-19: cleaning of non-healthcare settings guidance. In particular staff and tutors should;

- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
- Clean surfaces that students are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal

Staff and tutors should endeavour to ensure that they and students:
- frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- are encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for students who have trouble cleaning their hands independently
- consider how to encourage students to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

16.   Covid 19 Sources of information

Safe working in education childcare and children social care
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

Education and childcare
https://www.gov.uk/coronavirus/education-and-childcare

Getting tested for essential workers
https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers

Actions for opening schools during the coronavirus outbreak
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

NHS test track and trace
https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus

Guidance for parents and carers of children attending out of school setting
https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

Coronavirus (COVID-19): implementing protective measures in education and childcare settings
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control

ICO - Contact test and trace
https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/

Collecting customer and visitor details
https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/collecting-customer-and-visitor-details-for-contact-tracing/

Safer travel guidance for passengers
https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings

How to don and doff PPE
https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

Stay at home guidance
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Cleaning of non-healthcare settings
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

Safer transport guidance for operators
https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#personal-protective-equipment

Safer guidance for passengers
https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

How to wash your hands
https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/