



# NEXUS EDUCATION SCHOOLS TRUST

## PHASED RE-OPENING OF SCHOOLS PLAN

**Context:**

This plan will be reviewed regularly and will be subject to adjustments in line with government safety guidance and school contexts. Schools will show consistency in adhering to safety guidance and social distancing rules for children, staff, parents and carers and these measures will be set out in the schools' risk assessments. The following conditions will be at the forefront of decision making when implementing the plan:

- 1) Physical protection and health of children and staff
- 2) Availability of school staff.
- 3) Leadership capacity across the Trust to ensure a strategic and co-ordinated approach
- 4) Regular, co-ordinated communication with staff, parents, carers and the school community to provide guidance and reassurance.
- 5) Adherence to government guidance for schools and educational settings, ensuring that all settings have robust risk assessments in place before opening.

1.	AREA	ACTIONS
	<b>Prepare Site</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Social distance and safety signage in place around the school. Generic safety signage provided by the Trust and schools to make their own context specific signage.</li> <li>• Ensure adequate supplies of toilet rolls, hand gel, handwash, cleaning materials etc.</li> <li>• Ensure lobbies are clean and have sufficient hand gel available. All admin lobby hatches/screens to remain closed at all times.</li> <li>• Ensure all computers, laptops, (including keyboard and mouse) iPads, Clevertouch boards are clean and are all working effectively. To be cleaned regularly.</li> <li>• All fixed playground, gym and EYFS play equipment is not to be used and should be cordoned off if needed.</li> <li>• Streamline outdoor equipment being used and clean. Small play equipment should be used individually and then wiped. All equipment that cannot be wiped should be removed.</li> <li>• Ensure grounds maintenance such as lawn-mowing and hedge-cutting has been carried out to reduce adults on site.</li> <li>• Outdoor water fountains will need to be covered over to prevent use.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• A thorough clean of the school needs to have been completed.</li> <li>• Ensure adequate supplies of cleaning products.</li> <li>• Arrange for cleaners to carry out a thorough clean of classrooms and other communal areas daily.</li> <li>• Arrange for key areas to be wiped during the day – bannisters, door handles, taps etc</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• Ensure a deep clean of the kitchens has taken place in schools which have been closed</li> <li>• Check all kitchen equipment is working safely</li> <li>• Ensure all kitchen utensils and equipment are thoroughly cleaned</li> <li>• Check catering staff have full risk assessment to reopen kitchens and ensure that meals are able to be prepared and served safely</li> <li>• Check all gas and electrical safety testing is current</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure that lunch tables and chairs are thoroughly cleaned and that social distancing expectations are marked out.</li> <li>• Consider marking hall floor for safe distancing of pupils.</li> <li>• Train MDMS in expectations for lunch management and cleaning.</li> </ul>
<b>2</b>	<b>AREA</b>	<b>ACTIONS</b>
	<b>Prepare for staff and pupils to return</b>	<ul style="list-style-type: none"> <li>• Clear and concise communication with parents and carers to provide reassurance of procedures to ensure the safety of their children, including expectations for parent contact.</li> <li>• Plan for staffing to consider those who are shielding or are in self-isolation.</li> <li>• Update the school's website with any information regarding reopening, e.g. dates, local arrangements. Add NEST reopening plan and NEST risk assessments to the website.</li> <li>• Plan parents'/carers' drop-off and pick-up protocols that minimise adult to adult contact. Only one parent/carer per family drops off/collects.</li> <li>• Parents to know routines and times for staggered drop off and pick up. Consider utilising different entry points for parents and pupils. Children must enter promptly and parents leave the site promptly to ensure there is no backlog.</li> <li>• Remind parents in all communications that children need to self-isolate if they, or their parents, show any symptoms of COVID, and that children will be sent home if any symptoms of illness manifest during the school day. Ensure that isolation room(s) are available if a child is unwell and has to wait to be picked up.</li> <li>• No visitors to enter school grounds other than essential contractors to deal with urgent works</li> <li>• First aid guidance will need to be updated and shared with staff in line with risk assessment</li> <li>• Government guidance states that PPE is only needed in a very small number of cases: If children require intimate care/ If a child or adult become unwell. As a Trust we state that there should be PPE for first aiders as well.</li> <li>• Mark out corridors/staffroom and communal spaces to ensure social distancing is being applied. This includes directional one-way routes where possible.</li> <li>• Timetable and plan in place to limit staff and children's movement around the school and ensure staff and children stay in their set groups.</li> <li>• If staffrooms are small, consider allocating other areas for staff to prepare refreshments. Playtimes and lunchtimes will be staggered so might not be required.</li> <li>• Put arrangements in place for staggered lunchtimes and staggered playtimes. It is envisaged that lunchtimes will be shorter to reduce the risk of contact. No sharing of food at any time.</li> <li>• All staff and site to be reminded of the procedures for evacuation as pupils will be in different classrooms to their usual ones. Consider a social distancing fire drill.</li> <li>• Clear routines and expectations for monitoring use of the toilets to ensure that these do not become overcrowded.</li> <li>• PE equipment needs to be cleaned after every lesson and restricted to be used by one child at a time.</li> <li>• Limit the number of doors handles to be used within fire safety regulations, ensure these are wiped regularly</li> <li>• Plan for as many windows as possible to remain open throughout the day.</li> <li>• IT equipment to only be used when evidenced cleaning routine in place.</li> </ul>

3.	AREA	ACTIONS
	<p><b>Prepare classrooms, learning areas and communal spaces</b></p>	<ul style="list-style-type: none"> <li>• All classrooms allocated to specific classes and year groups.</li> <li>• All door labels updated with new Teacher, TA and class names. Ensure that the same teacher(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.</li> <li>• All classrooms have sufficient cleaning resources and hand sanitisers.</li> <li>• Leaders and teachers to set out clear school routines and expectations about handwashing, playtimes, moving around the school etc. These will need to be repeated and reinforced daily.</li> <li>• Promote good respiratory hygiene, ensure that all adults and children: <ul style="list-style-type: none"> <li>▪ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <u>guidance on hand cleaning</u> or use anti bac hand gel</li> <li>▪ clean their hands-on arrival at the school, before and after eating, and after sneezing or coughing</li> <li>▪ are encouraged not to touch their mouth, eyes and nose</li> <li>▪ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Classroom furniture adjusted to take account of social distancing – maximum of 10 per class. Classroom sizes will differ. Ensure adequate distance between tables and pupils. Carpet space will not be used so can spread tables onto these areas. Pupils to sit at the same desk if they attend on consecutive days.</li> <li>• If the weather prevails, take the lessons/learning outside. Outside space - keep class hubs as a unit.</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Prepare individual plastic zip wallets with equipment for pupils to be used each day. Plastic wallets to be cleaned every lunchtime and after school.</li> <li>• Clean frequently touched services throughout the day using standard products, such as detergent. Ensure hazard markings on cleaning products are referred to and the products are stored safely.</li> <li>• Clean surfaces that children are touching, such as toys, books desks, chairs more regularly than normal.</li> <li>• Prevent the sharing of stationary and other equipment where possible.</li> <li>• Children able to bring in P.E kits once and keep in school. Or wear into school on the day.</li> <li>• No reading books to go back and forth between home and school.</li> <li>• Water bottles and packed lunches to be stored at pupils table and only handled by pupil. Plan procedure for refilling water bottles.</li> <li>• Consider teaching new outdoor games to pupils which do not involve social contact.</li> </ul>