

Reed First School	2.Risk of coronavirus infection spreading to children and staff at school	<ul style="list-style-type: none"> • Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • Instillation of hand sanitisers around the entrances and exits (subject to availability) • Order more soap and boxes of tissues, paper towels, hand sanitizer 	Teachers/Support Staff Admin	On going 11th March 11th March
Reed First School	3.Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<ul style="list-style-type: none"> • Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk. • Child/ Adult is sent to main school office and will be seated in the head's office. • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • If they need to go to the bathroom whilst waiting for medical assistance, they should use a staff toilet. • The room and the toilet will need to be cleaned once they have left. * check with Public Health England if deep clean needed. 	Teachers/ Support Staff/ Admin Admin Head	If necessary and ASAP If necessary and ASAP If necessary and ASAP If necessary and ASAP
Reed First School	4.A case of COVID-19 (pupil or school adult) is suspected at our settings.	<ul style="list-style-type: none"> • Call the Public Health England number 0300 303 8537 (option 1) to report the case and get confirmation that PHE know and are carrying out contact tracing. • Log it with HCC public health team on 01992 556285 or email publicheath@hertfordshire.gov.uk • Send an e-mail to caroline.inglis@hertfordshire.gov.uk copied to tania.rawle@hertfordshire.gov.uk setting out the situation, and adding your contact number. • If you receive any media enquiries from journalists refer them to 01992 556802 or email press.office@hertfordshire.gov.uk (24 hour media line for Hertfordshire County Council) • No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. • Send the letter to parents sent by HCC 	Head teacher	If necessary and ASAP

<p>Reed First School</p>	<p>5.A case of COVID-19 (pupil or school adult) is confirmed at our settings.</p>	<p>Call the Public Health England number 0300 303 8537 (option 1) to report the case and get confirmation that PHE know and are carrying out contact tracing. PHE will confirm if a closure for a thorough clean is necessary (NB deep cleaning is not necessary in the way we would for norovirus)</p> <p>Log it with HCC public health team on 01992 556285 or email publicheath@hertfordshire.gov.uk</p> <p>Send an e-mail to caroline.inglis@hertfordshire.gov.uk copied to tania.rawle@hertfordshire.gov.uk setting out the situation, and adding your contact number.</p> <p>If you receive any media enquiries from journalists refer them to 01992 556802 or email press.office@hertfordshire.gov.uk (24 hour media line for Hertfordshire County Council)</p> <p>Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment.</p> <p>Send HCC letter out to parents</p> <p>The school will wait to be advised on any further information form Public Health England/HCC on further actions</p>	<p>Head teacher</p>	<p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p>
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Reed First School	6. What do I do when I have a pupil/staff member/parent at the school who has BEEN IN CLOSE CONTACT with someone who has tested positive:	<p>Call the Public Health England number 0300 303 8537 (option 1) to report the case and get confirmation that PHE know and are carrying out contact tracing.</p> <p>Log it with HCC public health team on 01992 556285 or email publicheath@hertfordshire.gov.uk</p> <p>Send an e-mail to caroline.inglis@hertfordshire.gov.uk copied to tania.rawle@hertfordshire.gov.uk setting out the situation, and adding your contact number.</p> <p>If you receive any media enquiries from journalists refer them to 01992 556802 or email press.office@hertfordshire.gov.uk (24 hour media line for Hertfordshire County Council)</p> <p>HCC letter sent to parents</p>		
Reed First School	7.Pupils are missing education and falling behind in their learning.	Teaching staff will provide learning activities for pupils and upload them on to the website or send via parent mail	Teachers	If necessary

<p>Reed First School</p>	<p>8. Pupils attend from other settings.</p>	<p>Advice in Risks one and two will be followed and in addition:</p> <p>Pupils arriving at and leaving school at staggered times arranged with parents / carers.</p> <p>Staff should pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work. Teachers and other staff may want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>As much as possible, settings should seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently.</p> <p>Extra PPE will be available for staff working with pre-school children and or pupils with additional needs. (Gloves, face mask, apron)</p> <p>When pupils with EHCP are attending the setting, contact will be made with the North Herts and Stevenage SEND team to ensure the use of the setting is the best choice for the child.</p> <p>EHCP to be read with care and ensure adults working with the child are aware of and understand needs.</p> <p>Ensure adults working with the child with EHCP are happy to work with the child.</p> <p>Ensure adequate space is given to ensure pupils and staff are safe.</p> <p>Ensure all areas used are cleaned thoroughly each day using government guidelines.</p>	<p>Headteacher lead and ensure compliance</p> <p>Parents, staff and pupils</p> <p>All staff and pupils</p> <p>SENCO</p> <p>SENCO</p> <p>SENCO</p> <p>Headteacher</p> <p>Cleaner in charge</p>	<p>If necessary and ASAP</p>
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Further information can be found at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

On 2nd March 2020 the DfE launched a new helpline:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

Public Health England number 0300 303 8537 (option 1) to report the case

Log with HCC public health team on 01992 556285

No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.