

UPDATED 28th MAY 2020

COVID-19

MEASURES FOR THE RETURN TO ON-SITE TEACHING

Our aim is to guarantee the right to education while ensuring the health of all members of our community by minimizing, as far as possible, the risk of transmission of the virus in an on-site learning context.

For the preparation of this document, we have assessed the specific risks in our setting, taking into account the guidelines provided by the Occupational Risk Prevention Service of the Spanish Ministry of Education, by the UK Department for Education, by the NHS, and by UNICEF and WHO.

The risks assessed were: the vulnerability of pupils, families and staff; the distribution and capacity of premises, the means of access and transport to the school, and access to personal protection measures and equipment.

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SCENARIO A

The evolution of the pandemic continues to force social distancing as a preventive measure to avoid contagion.

SOCIAL DISTANCE

The aim of these measures is to minimise contact and therefore the risk of contagion, which is why areas and small groups of stable people who do not share spaces and keep contact with other groups to a minimum will be established.

1. PREMISES AND EQUIPMENT

- Review of the premises after the closure period following the instructions in [Managing school premises, which are partially open, during the coronavirus outbreak](#) (which GOV.UK will update before June 1)
- Signaling. Exterior and interior posters will be installed:
- At the access points, the spots will be marked to keep distance.
- Posters and stickers to warn of the symptoms of Covid-19 and to organize the flow of pupils and staff in the building.

2. RATIOS

- EYFS
 - 4 years: maximum 9 pupils per group.
 - 5 años: maximum 9 pupils per group
- 6º Primary:
 - Max 11 pupils por grupo.
- ESO and Bachillerato continue distance learning until the end of the school year.

3. TIMETABLE

5 hours from Monday to Thursday with staggered arrivals and departures (9 to 13).

4. STAFF

4.1. Teaching staff

- Annex B:
<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-b-principles-for-staff> will apply.
- The same teachers will be with the group of pupils assigned to them so that they always have contact with the same people.
- Teachers must respect the rules of social distance established by the government.
- The staff must leave the premises at the end of their assigned time.
- Two members of the Management Team are always at school during opening hours.

4.2. Administrative and caretaking staff: Rota system.

4.3. Parents and carers

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- Communication and consultation with families in Infant and Primary 6 to:
 - To inform them of the protective measures we will be taking in the classrooms
 - To inform them of the procedure for access without them entering the centre and of organisation in the street to prevent them from grouping together (marks on the floor, one-way corridors, staggered schedules, one person accompanying, limitation of access to one person).
 - To know their intention and reason for attending because the capacity of accommodation is limited to ensure risk reduction and priority should be assigned.
- Communication to the families of ESO and Bachillerato of the organization for the end of the school year.

5. PREMISES

5.1. Access via St. Lawrence Terrace.

- The doors will only be opened at the times determined for each group of pupils. If a student is late he/she will not be allowed to enter.
- 2 mt. safety distance signs in the corridor of St. Lawrence Terrace.
- Limited access to families using the fence at the entrance to St. Lawrence Terrace. Teachers will wait at the fence that separates the hallway from the courtyard. Families will not access the courtyard.
- Two-way street signs in the access corridor on St. Lawrence Terrace.
- No one will be allowed to stay in or around the school after school.
- Crowding at the exit of the school will be avoided.

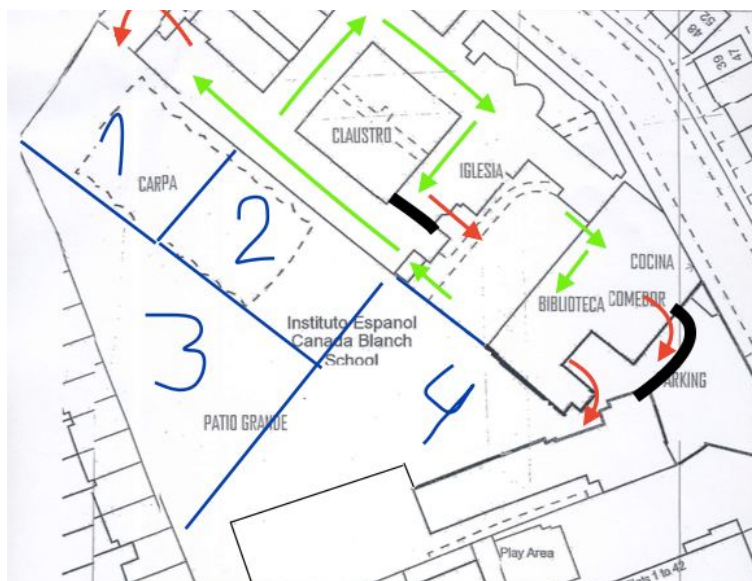
5.2. Classrooms

- Doors and windows should always be kept open to ensure ventilation and to avoid touching the door handles.
- Furniture rearrangement to ensure safety measures.
- Pupils should remain at their desks, not approaching the front and teachers should not go near their desks. Signposting on the floor marking the spots that respect social distance.

5.3. Schoolyard

- Separate recess areas are organized for each group, separated by physical barriers. Pupils will have to go to the toilet before leaving. If necessary, during recess time, they will go to the toilet assigned to each group. The toilets in the playground will remain closed.
- Closing of the swings playground.
- The courtyard space is zoned to avoid contact between pupils in different groups. The green playground will be divided into two areas, while the large playground will be divided as follows:

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- 5.4. Corridors
 - The government advises that while groups should generally be kept apart, brief and transitory contact, such as passing through a corridor, is low risk. Even so, corridors wider than 2 m are kept two-way with the rule of always circulating on the right side. Aisles narrower than 2 m are used in one direction only.
- 5.5. Administration
 - Remote service to the public (e-mail and telephone) is provided and access to the premises is not allowed for visitors.
- 5.6. Reception:
 - In order to reduce physical contact between staff, the main reception will be served by a single officer.
- 5.7. Staff room:
 - In this phase it will remain closed and each teacher will have to work in his/her own classroom.
- 5.8. First aid room:
 - It will serve its normal function for first aid and will not be used to take pupils with symptoms compatible with COVID-19, who will be taken to the isolation room.
- 5.9. Isolation room:
 - Classroom 8 becomes an isolation room that will be properly signposted outside.
 - The necessary equipment to access it will be collected in the first aid.
- 5.10. Toilets:
 - The use of the toilet will be encouraged on an individual basis, using only the bathroom assigned to each group.



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INFANTIL	
Group 1	Ground floor- Infantil
Group 2	Boys first floor
Group 3	Ground floor- Gym
Group 4	Girls first floor
Adults	Administration

PRIMARY	
Group 1	Bachillerato toilet
Group 2	Boys toilet Primary
Adults	Administration

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- 5.11. Main hall
 - The main hall will remain closed.
- 5.12. Library
 - The library will remain closed.
- 5.13. ICT rooms
 - ICT rooms will remain closed.

6. NON ACADEMIC SERVICES

- 6.1. Canteen:
 - There will be no canteen service available. Each student must bring their own food from home that cannot be heated and also water for the whole day.
 - Neither the fountains nor the taps in the bathrooms may be used for drinking.
 - Lunch will be eaten in the classrooms or in the seating areas of the playground.
- 6.2. After-school clubs:
 - These services will be suspended at this stage.

7. HEALTH AND SAFETY

Safety standards for the general population must be met to prevent the spread of COVID19: coughing into the arm, not touching the face with dirty hands, etc.

- 7.1. If they have symptoms of COVID19:
 - Do not come to the school, and follow the instructions at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
 - Both children and staff must request a test and subsequently inform the school of the result in order to implement the appropriate protocol and notify the authorities if it is positive.
 - Please inform canada.blanch.uk@educacion.gob.es and safeguarding@ievcb Blanch.com.
 - If a student develops symptoms during the day, they will be isolated and their family will be called immediately to take the child home.
 - If a staff member develops symptoms during the day they will leave the school and contact health services (NHS 111) for care and testing.
- 7.2. Screening:
 - English government guidelines indicate that taking temperature routinely is not a reliable method of identifying coronavirus, so it is reserved for those who show symptoms. Thermometers that work remotely have been provided.
- 7.3. Hand hygiene.
 - This will be done as a general rule in the bathrooms at the following times of the day:
 - At the entrance in the morning.
 - After entering the courtyard after the breaks.
 - Before lunch.
 - After lunch.
 - Before leaving the school.

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- When coughing or sneezing.
- At any other time that the teachers consider necessary.

7.4. Student and classroom materials: toys, books...

- Students must bring their own school materials, which are for individual use and may not be shared. At the end of the day, they must take all the material back to facilitate the cleaning and disinfection of the classrooms.
- Some books and sports equipment will be made available to students. They will be cleaned and removed from use and put in quarantine at the end of their use.
- Common materials such as pencils, scissors, etc. will not be shared.
- Students will always use the same reusable material that they will take home to clean every day.
- There will be no access to soft toys or other soft tissue materials in the classrooms.

7.5. Cleaning and disinfection:

- The cleaning service will work in close coordination with the school management team to ensure the daily cleaning and disinfection of the areas in use.
- Prior to the reopening of the school, an exhaustive cleaning and disinfection of the spaces and surfaces to be used during this new teaching period will be carried out.
- The classrooms and bathrooms will be cleaned several times a day, mainly during the break periods.

7.6. Sanitary and protective equipment

- Each classroom will be equipped with a set of hand gel, disinfectant and disposable wipes and tissues.
- Mobile hand gel dispensers will be placed in the corridors and rooms farthest from the bathrooms.
- Masks brought in from the street should be disposed of before entering the school.
- Provision of disposable masks in the infirmary.
- Purchase of two thermometers to take the temperature at a distance.
- Acquisition of sufficient soap and paper refills to ensure that they are always present in the toilets.
- The Department for Education has published a guide on the application of personal protective measures in on site education. This guide states that it is not necessary for staff to wear masks, gloves and aprons unless they are performing activities that would normally require the use of personal protective equipment (PPE) or if any student is ill or has symptoms of coronavirus while at the school and needs supervision until they can return home. The school provides disposable masks and shields to staff.

8. ASPECTOS ACADÉMICOS

- On site teaching will be combined with distance learning, but as the school opens its doors, the teaching system will be modified so that distance work will depend on the work done in the on site teaching. The curriculum will be simplified and the tasks will be designed to favour

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self-correction so that physical contact with the material and between students and teachers is limited and so that both students who attend and those who do not attend the school can self-correct.

- Emotional education will be incorporated into the programming of the students attending the school, in two weekly sessions designed by the Safeguarding Team, and will be provided, on a weekly basis, to the teachers of all the groups.
- Priority will be given to keeping students outdoors.

9. SAFEGUARDING:

- Assistance:
 - A roll call will be taken and absences recorded but if any family decides not to bring their child to school until September in application of the British Government's message "Your child your choice", there will be no disciplinary consequences.
- A member of the Safeguarding Team is guaranteed to be present during school hours.
- Fire emergency: The protocols already established in the centre will be followed, maintaining social distance at the meeting points.

The entire educational community is requested to observe scrupulously the security measures aimed at containing the spread of COVID-19 for the greater good of all.

Due to the exceptional crisis situation that we are experiencing, these measures are subject to modification if incidents are detected that make it advisable to review them after the start of classes.

SCENARIO B: Possible return September 2020

The evolution of the pandemic allows the educational activity to be carried out in a face-to-face way without the obligation of keeping the distance of 2 meters but intensifying the hygienic measures and avoiding as much as possible the physical contacts as prevention measures.

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**SCENARIO C:
Possible new closure**

The evolution of the pandemic prevents the development of educational activity at some point in the 2020-2021 academic year due to a resurgence of the disease that forces confinement again. The application of the measures and protocols that have been developed since 18 March 2020 with respect to distance education will be implemented for all pupils, including key workers children.