

COVID19 Risk Assessment and Action Plan

SCHOOL NAME: Queensway Primary School

OWNER: Sonja Smith



DATE: Reviewed and updated 17th May 2021 (Version 6) in line with Step 3 of the Government's Roadmap

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and systems of control put in place to minimise the risk of transmission of coronavirus (COVID-19) in school. It should be read alongside DfE and PHE Guidance.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Version	Revision Date	Revised By	Section(s) Revised	Reason for Revision
Risk Assessment reviewed fortnightly whether changes are needed or not				
	25/05/2020	Sonja Smith	Whole Risk Assessment	Re-opening of school
1	01/06/2020	As above	Whole Risk Assessment	Fortnightly review/updates
	19/08/2020	As above	Whole Risk Assessment	Full opening of school following summer holidays
2	05/11/2020	As above	Use of face coverings Separate bubble rest areas Breakfast Club re-starting Hot meal for FSM children	National lockdown in place from 5th November
3	05/01/2021	As above	Staffing rotas Social distancing Cohort to class bubbles Remote learning Virtual staff meetings Wraparound care suspended Changes to lunchtime catering provision	National lockdown - school open to key worker children and those defined as vulnerable only
	25/01/2021	Sarah Horbury-Jakeman/Sonja Smith	New rapid Lateral Flow Testing (LFD) introduced for staff	Staff encouraged to engage in staff testing twice weekly

4	05/03/2021	As above	Whole Risk Assessment Nursery re-opened	Full re-opening of schools on 8th March 2021 following national lockdown
5	16/04/2021	As above	Class to cohort bubbles Visitors on site Return to cohort bubbles Changes to lunchtime catering provision	Following return from Easter holidays and move from class bubbles to cohort bubbles
6	17/05/2021	As above	Whole Risk Assessment.	Document reduced in size to reflect current risks and measures in place. Updated in line with Step 3 of the Government's Roadmap.

Risk Assessment / Action Plan Sections:

Engagement in Risk Assessment and Planning.....	5
Buildings and Facilities.....	5
Emergency Evacuations.....	8
Cleaning and waste disposal.....	9
Classrooms.....	12
Staffing.....	16
Group Sizes.....	21
Social Distancing.....	22
Before and After School Provision.....	27
Transport.....	28
Catering.....	29
PPE.....	31
Response to suspect/confirmed case of COVID19 in school.....	33
Pupil Re-Orientation.....	34
Transition.....	37
Contingency Plan including Plan for Remote Education.....	38
Safeguarding.....	39
Curriculum / Learning Environment.....	40
CYP with SEND.....	42
School events, including trips.....	43
Additional Measures for 'School House' Nursery, Nursery building and practices (in addition to whole school measures).....	43

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed / Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff unaware of, or do not understand, procedures and measures and therefore risks are not mitigated.	H	Risk Assessment to be published on the school website and reviewed/updated as required.	Ongoing	L
Buildings and Facilities	Premises and utilities have been health and safety checked after any periods of closure and building is compliant. *Water treatments *Fire alarm testing *Repairs *Grass cutting *PAT testing *Fridges and freezers *Boiler/heating servicing *Internet Services *Any other statutory inspections *Insurance covers reopening arrangements.	Caretaker lives on site and together with School Business Manager, has ensured that all planned and preventative health & safety maintenance checks have continued in line with Government guidelines. Flushing and temperature checks of all hot and cold water systems completed weekly by Caretaker.	H	Health and Safety checks are up to date *PAT testing completed *Fire drills continue to be carried out *Water testing completed *Water temperatures tested weekly *Boiler and Gas Safe service completed. Caretaker must be able to enter all areas of school (occupied or otherwise) to fulfil his maintenance duties and when necessary, will wear appropriate PPE to avoid cross contamination. Water fountains on site are not to be used by children and are taped off. They should continue to be flushed through daily.	Ongoing Until further notice	L
	Office spaces allow office-based staff to work safely.	Admin offices may not allow for adequate space between staff members.	M	Desks sited 2 metres apart. 2 metres social distancing maintained.	Ongoing	L
			H	Strictly no children, parents or carers in office area at any time.	Until further notice	L

		More than 1 parent/visitor congregating in Main Reception lobby prevents social distancing.	M	<p>Office workstations / phones / video intercoms individually allocated to avoid use by others. If a telephone is needed by others, cordless telephone to be provided which must be sanitised before and after use.</p> <p>Non-office staff have limited access to offices.</p> <p>Office staff to ensure doors and windows are open as much as possible for ventilation.</p> <p>Only 1 parent permitted in main Reception lobby at any one time.</p>	<p>Ongoing</p> <p>16/04/21</p> <p>Ongoing</p> <p>20/05/20 until further notice</p>	L
		Inclusion Manager and SEN Teaching Assistant share an office which provides limited scope for social distancing.	H	<p>2m markers and clear signage in place.</p> <p>Hatch windows prevent breach of social distancing provided parents/visitors stand behind marker line.</p> <p>Office staff to wear facial mask at hatch.</p> <p>Inclusion Manager & SEN TA office workstations provide for 1m+ social distancing</p> <p>Doors and windows are open as much as possible for ventilation.</p> <p>SEN TA on standby for absence cover.</p> <p>SEN TA will be allocated to Year 4 classroom bubble.</p>	<p>Ongoing</p> <p>5/3/21 until further notice 05/01/21</p>	M

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.	H	<p>Procedure explained to parents and staff, including emailed videos explaining one-way system, prior to return. Senior Leadership Team and support staff to be on site first week to assist in training /directing parents and carers.</p> <p>Clear signage in place incl 2m markers on floors from entrance gates and all drop off areas.</p> <p>One-way system in place to enter and exit the school. Signage in place. There will be a 15 minute window for all children in Reception to Year 6 to arrive and be collected: Drop off: 8-30-8.45am Collection: 2.50-3.05pm Parents must leave site immediately. Only one parent to drop off or pick up each child.</p>	<p>28/05/20</p> <p>05/03/21</p> <p>Ongoing</p> <p>28/05/20</p>	L
	Consideration given to the arrangements for any deliveries.	Delivery drivers coming into contact with staff and/or pupils. Social distancing may not be maintained.	M	All deliveries to be left in external reception lobby or outside boiler room or external kitchen door. A member of the site team will bring them into school. Deliveries will not be signed for.	28/05/20	L

	Use of school's networked photocopier/printer presents a contact point.	Photocopier may be used by different staff and create cross contamination.	H	Only one person at a time can enter the IT Room. Door to be propped open for easy detection of occupants. Anti-bacterial wipes or spray to be kept alongside photocopier to wipe after use of any parts. Hand sanitiser pump available for staff use only.	28/05/20	L
	Consideration given to premises lettings and approach in place.	N/A – School does not let premises.	L		Ongoing	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Fire Marshals being reassigned according to available persons and locations.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>2 PEEPS in place. Buddy system in line with cohort bubbles.</p>	H	<p>Revised Emergency Evacuation procedure shared with all staff. Evacuation procedures shared with children.</p> <p>All classrooms lead to outside space for safe exit in the event of a fire.</p> <p>Fire drills will continue to be practiced ensuring safe evacuation.</p>	<p>02/09/20</p> <p>Ongoing</p>	L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Cleaning regime impacted due to lack of cleaning staff and/or cleaning products as well as staff not being suitably briefed, or risk assessment being shared.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc are all thoroughly cleaned and disinfected regularly. Newly purchased Numatic sanitiser unit to be used regularly where needed. As many doors as possible (with the exception of fire doors) to be propped open to reduce contact points. Hand towels and hand wash are to be checked and replaced as needed by Site Team and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Deep cleaning to take place at the start/end of school day. Numatic sanitiser unit to be used regularly where needed.	Ongoing	M
		Current cleaning takes place before and after school but not in-between.	H		Ongoing	M
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Enhanced cleaning regime may not be possible during cleaning staff normal working hours	H	Teaching Assistants to undertake ongoing cleaning of surfaces and resources throughout the day. Appropriate PPE provided.	Ongoing	L
	Adequate cleaning supplies and facilities around the school are in place.	No hand sanitiser for visitors to Reception.	H	Hand sanitiser and tissues available at the school Reception entrance.	Always	L
					28/05/20	

				Cleaning station provided to all classrooms and staffroom/restrooms which includes trigger spray bottle with anti-bacterial cleaning solution, blue paper towel, hand sanitiser pump, anti-bacterial wipes, refuse sacks and PPE supplies. Checked weekly to ensure adequate supplies.	Ongoing	
	Arrangements for longer-term continual supplies are also in place.	Classrooms do not have tissues. Low supply of soap or sanitisers for staff and children.	H	Weekly stock check and monitoring of all cleaning supplies and PPE by Caretaker/office staff and orders made. Children to wash hands before entering and on exiting classroom. Hand sanitiser pump provided for each classroom, in addition to soap. Pupils may ONLY bring their own hand sanitiser into school if it is known that the school provided sanitiser results in any type of allergic reaction. The pupil's sanitiser must be labelled with the child's name and stored in teacher's cupboard on a high shelf to avoid use by any other child and to meet COSHH safety regulations.	Ongoing 05/01/21	L
		No lidded bins	H	Lidded pedal bins in all classrooms, emptied twice daily and double bagged to minimise risk.	Ongoing	L

				Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Cleaning box in each classroom, checked weekly to ensure adequate supplies.	Ongoing Ongoing	
	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning hours are limited to contractual hours or agreed overtime.	M	All staff mindful that cleaners need access to concentrate on classes, offices and all areas of school and that social distancing needs to be maintained. Staff need to leave site by 3.30pm or as soon as they can when they are not in meetings.	Ongoing	L
	Waste disposal process in place for potentially contaminated waste.	Waste contaminates other waste. Waste transmits virus to caretaker or refuse workers.	H	Waste bags from lidded tissue bins and used PPE double bagged and stored securely and separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Parents/carers requested to wear masks on school site. Disposable masks to be disposed of at home.	Ongoing Ongoing	L Low
	Process in place for safe removal and/or disposal of facemasks.	Infection risk if masks are brought into school and / or not removed safely.	H	All children dropped off by an adult will be asked to remove mask and take it home if child arrives wearing one.	09/02/20	L

				If parent does not comply with instructions and child arrives unaccompanied with a mask, the child will be asked to remove it and place in a plastic bag. Staff must not touch mask and child must immediately wash hands.	Ongoing	
	Safe and appropriate storage of supplies of alcohol gel	No flammable store available in school.	H	Flamstores purchased for each block and stored within locked cleaners cupboards. Alcohol gel stored safely in flamstores.	17/05/21	L
Classrooms	Classrooms have been re/arranged to allow as much space between staff and children as practical.	Classroom layout does not encourage social distancing and children are forced to face each other regularly.	H	Desks in Years 1-6 are forward facing. Nursery and Reception classrooms organised to encourage social distancing. 1m+ distance between staff and children should be maintained as far as is possible with young children.	28/08/20	M
	Consideration of ventilation in classrooms	Risk of infection is greater indoors than outdoors.	H	Non-fire doors (internal and external) and windows to be left open for ventilation whenever possible.	09/02/20	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	Some classes have more than one entry/exit point. Some classes enter from/exit into the same shared space. Bottlenecks likely at entrance to classrooms. Social distancing among adults unlikely to be maintained.	H	Restricted pick up and drop off times and staggered break times will reduce numbers of adults and children using each entrance. Avoid access points converging into one small space where possible. Signage on doors for parents.	05/03/21 05/01/21	M

		Where classrooms share an external door, social distancing will be even more difficult to maintain.		<p>Avoid access points converging into one small space where possible.</p> <p>Children will not be moving around the school unless absolutely necessary. Middle block areas to be used by one class at a time only with enhanced cleaning between use. Numatic sanitiser unit to be used regularly where needed.</p> <p>Minimise non-essential soft furnishings and other high-risk resources from classrooms. Extra supervision and additional washing.</p>	05/01/21	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Soft toys, cushions and beanbags in all classrooms not easily washable.	H	Disinfectant cleaner spray and anti-bacterial wipes available in all classrooms. Numatic sanitiser unit available to sanitise more complex toys/resources etc.	05/01/21	M
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Some resources, such as those with complex parts, cannot easily be washed and could harbour and transmit the virus.	M	Children not permitted to bring pencil cases, soft toys, or other items from home.	09/02/20	L

		<p>Resources and other items brought into school by children may be an infection risk.</p> <p>Infection risk from resources shared between bubbles.</p> <p>Increased risk of infection being brought into school building from home.</p>		<p>Other resources to be shared only within the cohort bubble and either cleaned in-between or quarantined between uses.</p> <p>Only essential items allowed in school – bags, PE kits, wipeable lunch boxes, water bottle. No toys or mobile phones.</p> <p>Parents informed through letters home.</p>		
	Approach to marking	Possible infection risk from children's workbooks.	M	<p>'In the moment marking' requires adults to be closer than 2m but has significant impact on children's progress. Adults to mark to the side as opposed to the front of children and restore 2m distance as soon as possible.</p> <p>Frequent use of hand sanitiser when moving between children.</p> <p>Training for all adults working with children.</p>	09/02/20	L
	Approach to access to drinking water.	Water fountains pose infection risk.	H	<p>Water fountains taken out of use but to be flushed daily by caretaker to avoid build up of stagnant water.</p> <p>Children required to bring a named bottle of water each day which can be refilled under supervision from indoor water dispensers.</p>	09/02/20	L

				'Nurture' rooms may be available for emotional or behaviour issues in HSCLW office or block middle areas. Children in these rooms must always observe strict social distancing measures.		
	Consideration of space for children who need to be removed from the classroom for any reason (medical, behaviour, emotional).	Children who need to leave the classroom need a safe space to go to away from children in other bubbles.	H	Children needing time out should be encouraged to go outside wherever possible and must be escorted 1:1 by adult. Children will not be sent to other staff members for time out or rewarding. Addendum to Behaviour Policy. Children must not be allowed to roam unaccompanied around the school. Support from Senior Leadership Team if required. Social distancing must be maintained.	09/02/20	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Children will need constant reminders, visual and verbal, to maintain health and hygiene measures.	M	e-Bug posters displayed: *Horrid hands *Super sneezes *Hand hygiene *Respiratory hygiene * mania Information letter to parents. Covid Staff Handbook prepared, supported by regular staff briefings to provide full information to staff. Daily circle time with children to discuss Covid-19 and handwashing regime etc.	09/02/20 16/04/21	L

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> *Paediatric First aider (where children under 3yrs) *Designated Safeguarding Lead (DSL) *SENCO *Caretaker/site member *Office staff member 	School cannot open if required statutory staff are not on site.	H	<p>Risk assessments undertaken for any high risk staff to ascertain ability to make suitable modifications.</p> <p>Class bubbles replaced with cohort bubbles. Adequate first aiders are available still, per class. No phonics groups/guided reading to take place across the bubbles.</p> <p>Covid Staff Handbook provides full details of procedures to be followed. All other procedures remain the same. Staff cover agreed in staff briefing co-ordinated by HT.</p>	<p>09/01/20</p> <p>16/04/21</p>	L
	Approach to staff absence reporting and recording in place. All staff aware.	Staff absent without warning may leave a group short of staff and unable to operate safely.	M	Groups with insufficient staffing may be unable to attend until staffing levels resume. Teaching Assistants allocated to classes. No staff signing in/out sheet. The office to ring round for attendance.	05/01/21	L
	Plans to respond to increased sickness levels are in place.		M	Staff absence covered, where possible, from within their cohort bubble but adults can be deployed between cohorts, inside and outside, when asked to do so for cover and support.	16/05/21	L

	Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	COVID cases or suspected cases may cause unusually high absence levels. School may not be able to operate with reduced staffing due to protective measures.	M	Bubbles self-isolate if a confirmed case in line with PHE instructions. Staff are encouraged to engage with rapid asymptomatic testing twice weekly (see separate Risk Assessment). Groups with insufficient staffing may be unable to attend until staffing levels resume.	Ongoing	L
	Consideration given to staff clothing expectations and information shared with staff.	Code of Conduct is in place. Social distancing is difficult to maintain for large groups.	L H	Staff to adhere to normal dress code, as per Staff Handbook. Virtual meetings held where possible.	Ongoing	L L
	Approaches for meetings and staff training in place.	Admission of visitors into school could risk bringing infection into the school community.	H	Staff meetings, and training if necessary, will be held face to face in the largest, ventilated, available space with social distancing implemented. Morning Briefings will continue to be held virtually. Team meetings will be in class or cohort bubbles only. Headteacher to bear in mind when setting agendas.	16/05/21	L

	Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision.	<p>Staff workload and wellbeing may be impacted by requirement to provide high quality home learning for individuals or groups of children who are unable to attend due to self-isolation.</p> <p>Staff are unclear on role and responsibility in providing home learning.</p> <p>School obligation to provide high quality home learning may be compromised if robust plans are not in place, placing school at risk.</p> <p>Children's education may be further impacted by poor quality home learning offer.</p>	H	<p>Whole school approach to home learning agreed, resourced, and communicated with all staff.</p> <p>Teachers responsible for isolating individuals or group is clear on role and responsibility for home learning and is provided with appropriate training, support and equipment.</p>	01/09/20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	Teaching Assistants may be required to lead some classes if there are not enough teachers on site.	M	Teachers to prepare planning/resources as per normal absence procedures. Teachers to take their PPA time near to classroom so as to provide support.	05/01/21	L
	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Cover staff are not adequately prepared to cover staff absence.		TA cover for absences will be provided from within cohort bubbles where possible.	16/04/21	

				Teaching Assistants asked to lead a group will work under the direction of teachers or Senior Leadership Team who will complete planning and provide support. If additional hours required and agreed, overtime will be paid.	02/09/20	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff with higher workload may experience poorer wellbeing and may be absent from school as a result, leading to higher workload for remaining staff.	M	Staff are aware of available support within school and advice for schools and pupils available from OCC: https://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss	01/09/20	L
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff and mental health may have been affected by extended periods of isolation from friends and family. Staff may have been affected by bereavement of friends or family during closure. Children may require additional SEMH support.	M	Undertake workload impact assessment in line with Union guidance (if required) Staff to access OCC Bereavement Policy when necessary. Phase Leaders regularly check on their team's wellbeing. PPA allocation still adhered to. Meetings/training kept to absolute minimum. Staff responsible for talking to their line manager if struggling with work load.		L

	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff may be unavailable to work if they have been in contact with symptoms or confirmed COVID cases. Distance to testing stations.	H	Staff to be supported with information regarding testing. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Prompt testing of all staff in line with Govt advice. Staff to remain at home until test results confirmed.	01/06/20	M
			H	Lateral Flow Device testing introduced Jan 2021. Staff testing twice weekly at home. Separate risk assessment covers this practice.	05/03/21	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters may miss key information and the chance to familiarise themselves with school and their class prior to September.	H	Induction Policy folders updated to reflect current situation. Social distancing to be maintained for all induction training. Ensure all staff are clear on expectations and arrangements in place. Lateral Flow tests to be carried out prior to any face-to-face meetings and social distancing observed.	17/05/21	M
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	Visitors and contractors are unaware of protocols and would increase transmission.	H	Check with the contractor any requirements their employer has specified before visit.	01/09/20	M

	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the contractor.	Nature of work may mean additional protocols have to be in place at this time.		Check with the contractor any requirements their employer has specified before visit. Share school protocols.		
				Ensure Covid Risk Assessments received in advance of works being carried out on site. Where possible, contractors to attend outside of school hours. Working areas to be fully cleaned after works completed. Ensure full contact details are requested for track and trace purposes and securely destroyed after 3 weeks.	05/11/21	
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Externally employed adults increase risk of bringing infection into the school community and compromise the integrity of bubbles if children from different classes attend.	H	Covid Risk Assessments received for all external visiting professionals working in school and shared with staff. School protocols shared in advance of visits outlining controls and requirements for social distancing. Covid Declaration Forms to be completed on arrival at each visit. Essential visitors on site only. IT Technician to be allocated IT Room for one afternoon weekly. No staff to enter during this time.	Ongoing	L

Group Sizes	All children are included in distinct groups / bubbles that do not mix and the number of children in each bubble is as small as possible.	Mixing between bubbles increases risk of infection and increases the number of children unable to attend school if a case of COVID is confirmed	H	Cohort bubbles in place across the school until further notice.	16/04/21	M
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Risk of transmission across groups. Multiple groups could be required to self-isolate if a COVID case is confirmed.		Additional measures in place to mitigate effect of lack of social distancing including hand and respiratory hygiene, plus enhanced cleaning regime. Staff working across multiple bubbles must maintain strict social distancing measures between staff and side by side support for children. Keep number of bubbles that any staff member is working with to the minimum possible where operationally feasible.	02/09/20	
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none">• Restricted school drop off/pick up times and locations (if possible) without reducing teaching timetable Staggered or limited amounts of moving around the school/ corridors	Social distancing and mixing of bubbles may be further compromised at key points during the day.	H	Comprehensive staff guidance written and agreed by Governors, detailing all arrangements. There will be a 15 minute window for all children in Reception to Year 6 to arrive and be collected: Drop off 8.30-8.45am and collection 2.50-3.05pm.	01/09/20 05/03/21	M

	<ul style="list-style-type: none"> • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Classroom design 			School organised into zones per bubble, to limit movement and interaction between bubbles in corridors and communal spaces. Pupils will be seated side-by-side and facing forwards.	05/01/21	
	<ul style="list-style-type: none"> • Toilet arrangements 			<p>Only children in Reception, Year 1 & 2 will eat their lunch in the dining hall as children in these groups are entitled to a hot meal under Infant Free School Meal Scheme.</p> <p>Each classroom has its own cloakroom with toilets and handwashing facilities. Each toilet within Year 6 block has sink basin within cubicle and has been labelled per class. Children reminded regularly of the importance of hand washing.</p> <p>Reception parents asked to bring a wipeable bag with spare set of clothing in case of any toileting incidents. Apron and gloves to be worn by staff when putting wet/soiled clothes into a refuse sack, which should be double bagged.</p>	<p>16/04/21</p> <p>05/01/21</p>	

				Baby wipes provided in school to ensure child can clean themselves. If child needs assistance, staff should wear an apron, gloves and mask if social distancing is breached.		
				Children who are old enough to understand social distancing measures will be encouraged to do so. (KS2 children should be old enough although adjustments may need to be made for those with SEND). No extra curriculum clubs running to avoid mixing of cohort bubbles.	02/09/20 Until further notice	
	Consideration given to communal staff spaces such as toilets and staff room.	Areas used frequently by all staff present increased risk of infection.	H	Staff must sit 2m apart during breaks. Welfare facilities provided in separate cohort rest rooms. Personalised individual travel mugs provided to all staff. Enhanced cleaning of communal spaces.	Until further notice	M
	Approach to PPA	Groups of staff planning together may not be able to maintain 2m social distancing in some spaces.	H	Staff urged to take PPA close to their classroom to provide support. Teachers are to wipe down table and all contact points with anti-bac cleaner after use.	05/01/21	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Social distancing unlikely to be maintained if children or adults allowed to congregate before or after school.	H	Arrival times are restricted to 15-minute windows and children will enter via classroom doors to maintain separation of groups.	02/09/21	M

				Movement around school minimised and / or supervised and clear signage and visual prompts in place for adults and children.		
				Children to be 'delivered' to classroom doors by one adult so no opportunity to mix with others in the playground. Parents will not be allowed into classrooms. Parents wishing to speak to their child's teacher are asked to do this whilst respecting social distancing guidelines.		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Risk mitigation measures will not be effective if any adults or children fail to follow guidelines and procedures put in place.	H	Revised addendum to Behaviour Policy will explain consequences for children not following guidelines. Revised risk assessments and individualised approach in place for students who might struggle to follow expectations. Conversations with parents. LA Learner Engagement Team contacted for any exclusion advice.	02/09/20	M
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Bringing all children together for assembly would breach the bubble arrangements.	H	Timetabled assemblies for some cohorts (Years 1/2/3/4/6) in the hall are permitted. No whole school or key stage assemblies will be held until further notice.	Until further notice	L

				Class and cohort assemblies to be held in classrooms following agreed themes.	16/04/21	
	<p>Approach to parents entering the school building including:</p> <ul style="list-style-type: none"> Settling children in Nursery & Reception classes Communication with class teachers Meetings with professionals and other agencies Using the toilets 	Risk of infection from parents entering the school building.	<p>H</p> <p>H</p>	<p>Ideally, Nursery children will be dropped off at the gate. Parents can settle any distressed children in outside area before staff taking the child. Reception children will be dropped off at the door into the EYFS area and greeted / collected by class adults.</p> <p>The school office email address can be used for non-urgent communications or to request a phone call home. Communications will be forwarded to the appropriate Class Teacher or other member of staff as appropriate.</p> <p>Meetings to be carried out virtually wherever possible.</p> <p>Limited visitors into school</p> <p>No parents allowed on site to use school toilets.</p> <p>Urgent messages and communications will take place outside of the classroom door wherever possible and at a safe distance.</p>	<p>16/04/21</p> <p>01/09/20</p> <p>01/09/20</p>	<p>M</p> <p>M</p>
	Social distancing plans communicated with parents, including approach to breaches.	Social distancing may be compromised if adults and children do not understand guidelines and expectations.	H	Covid-19 Risk Assessment published on school website.	Updated as required	M

		Previously shared in weekly communications via letter from Headteacher, prior to full re-opening of school.		Changes to Government guidance or school protocols communicated via letter from Headteacher. Home School Agreement for parents and carers revised and shared. Behaviour Policy Addendum written and shared.		
	Arrangements in place for the use of the playground, including equipment.	Risk of infection if groups mix or share equipment.	H	Requests to use outdoor gazebo discussed at morning briefing. Children are to wash their hands immediately before and after use of wooden gazebo and trim trail, ie start/finish of breaks. Signage in place to prevent children/siblings accessing play equipment outside of school hours. Each cohort bubble to have its own kit of outdoor equipment. Portable play equipment thoroughly cleaned between use by different groups. Equipment that cannot be cleaned taken out of use.	Ongoing 16/04/21	M
Before and After School Provision	Approach to the provision of Before and After School wraparound care.	Provision of clubs may lead to mixing of bubbles and increased risk of infection.	H	Wraparound care will be provided for families from 7.45am to 6pm.	05/03/21	M

		Impact of loss of Breakfast or After School Clubs on working parents needs to be taken into account.		Breakfast Club will be held in the school hall and library with separately designated bubble tables/areas. Enhanced cleaning of all tables, benches and equipment will take place after children have left the area. Disabled toilet adjacent to kitchen allocated for children and sanitised between use. Parents will be required to book and pay in advance via the ParentPay cashless system. After School Club will run from 3pm to 6pm and will be operated in separate bubbles and siblings where possible to minimise mixing of the bubbles.	05/03/21	
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Dedicated school transport (registered taxi) follows the bubble arrangement in line with the protocols in school, as far as possible.	Use of public transport or car sharing may increase infection risk and compromise the integrity of bubbles. Use of taxi company may increase infection risk and compromise the integrity of bubbles.	H H	Government guidance strongly urges families to walk to school where possible. Transport provider protocols that meet the requirements of the Government Guidance to be shared with school to ensure transport arrangements meet Covid and school safety protocols.	02/09/20 01/09/20	M L

Catering	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<p>Mixing groups at social times risks the spread of infection.</p> <p>Absence of staff due to self-isolation or illness may require change of procedures. Cover staff may pose risk of mixing bubbles.</p>	H	<p>Reception, Years 1 & 2 will be eating lunch in the school hall. Times staggered for each group at 11.30am Reception / 12.00pm Year 1 / 12.30pm Year 2.</p> <p>Covid-19 Risk Assessments received from school catering company. Catering company agree and implement arrangements for maintaining social distancing.</p> <p>Agree contingency procedures and menu for use during periods of reduced staffing if required.</p>	<p>16/04/21</p> <p>01/09/20</p>	L
	Consideration for lunchtime hygiene.	Virus transmission risks are enhanced at lunchtime when children are eating. Children are putting hands to their mouths and packed lunch boxes have come into school from home.	H	<p>Enhanced cleaning regime to take place between settings.</p> <p>Children in Nursery and Years 3-6 will eat in the classrooms so that cohort bubbles are not mixed. Hot meals served to children with FSM entitlement, and those who wish to purchase hot school meals, in classroom setting using take away trays with disposable cutlery. Disposable cutlery to be discarded in lidded covid bin for safe disposal.</p>	17/05/21	M

				<p>All children to wash their hands before eating.</p> <p>Parents asked to provide children with wipeable lunch boxes that can be easily cleaned with anti-bacterial wipes.</p> <p>Close supervision to ensure no sharing of food.</p> <p>Catering team to clean tables and benches between sittings using anti-bacterial cleaner.</p>		
	Arrangements for food deliveries in place.	Social distancing may not be maintained during deliveries.	Medium	<p>Clear signage at kitchen door including 2m markers.</p> <p>Deliveries will not be signed for.</p> <p>Food deliveries to be made outside of pupil arrival and collection times where possible. All deliveries to be left outside kitchen door.</p> <p>Catering team or caretaking team will bring them into school.</p>	Ongoing	L
	Food vouchers for eligible children ordered during school holidays.	Vouchers will not be received if deadline is missed and children may go hungry.	H	<p>Government voucher scheme extended to include summer holidays 2021.</p> <p>Communication sent out to eligible parents via letter/email so they are aware that vouchers are being paid in one payment for each holiday period.</p>	17/05/21	L

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<p>School may not have enough PPE to meet the safety needs of staff.</p> <p>Inappropriate use of PPE could raise infection risk.</p> <p>PPE is to be used only when administering first aid treatment, toileting incidents in Early Years and with a Covid-19 symptomatic child.</p> <p>PPE to be used in line with guidance for cleaning staff.</p>	H	<p>Caretaker and Admin team to maintain PPE log to ensure orders are placed in good time to maintain supplies.</p> <p>Guidelines for PPE use followed and written into staff guidance.</p> <p>Cleaning station with gloves, aprons and masks available in each classroom for quick access if suspected case or if a child coughs or sneezes on resources, tables or chairs. PPE for first aid purposes will be available in each cohort bubble.</p> <p>PPE provided for cleaning staff. Parents are aware that PPE is available to staff should it be needed.</p> <p>Staff guidance details PPE requirements for changing nappies/pull ups.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>16/04/21</p> <p>01/09/20</p>	L
	Procedures for staff who need to change nappies and/or are working with children who are known to bite or spit.	Increased risk of infection if appropriate PPE not available and worn.	H	<p>Risk assessments completed for all children known to display these behaviours.</p> <p>Intimate Care Policy in place and communicated to parents.</p>		M
	Approach to PPE for clinically extremely vulnerable staff and those who want to wear a face covering in school.	Risk to some individuals if they catch Covid-1o remains high.	H	Individual risk assessments completed for all previously shielding staff. UK vaccination programme in place to provide increased protection.	16/04/21	M

		Some staff feel anxious and wish to wear face coverings although the guidance states that this is not required/desirable.	M	Staff guidance details position on face coverings which remains in line with Government guidance.		L
	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place 		M	Processes to be written in line with guidance and shared with staff and parents prior to re-opening. Included in Staff Guidance document (updated regularly to reflect any changes in wider guidance).		L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 		H	Headteacher, or member of Senior Leadership Team in her absence, to be informed immediately if pupil or staff member displays symptoms of virus. If a child shows symptoms they must be isolated immediately and accompanied to dedicated sick bay by a classroom adult wearing gloves, apron and mask. Facial visor/goggles are available in sick bay should this be required. A non-contact digital thermometer is provided to take child's temperature. Parents will be contacted immediately to collect.		M
Response to suspected / confirmed case		<p>Risk of spread of infection</p> <p>School does not have any additional spaces with opening windows that can be used as an isolation room.</p>	H	<p>De-contamination and deep cleaning process to be initiated for all affected areas of site. Newly purchased Numatic sanitiser unit to be used regularly where needed.</p> <p>Rest of class removed to school hall or library, as directed by Headteacher.</p> <p>Child can be isolated outside if a suitable shaded space is available.</p>	<p>05/01/21</p> <p>01/09/20</p>	M

				<p>Symptomatic child or adult must be PCR tested. If negative, adult or child can return when feeling well enough. If positive, self-isolation guidance must be followed.</p> <p>Positive cases confirmed in more than one bubble may lead to school closure. This will be decided by PHE.</p> <p>Training given to staff about safe removal and disposal of PPE and safe disposal of waste where infection is suspected.</p> <p>Communication with staff will be prompt if a suspected outbreak occurs.</p>		
	Process in place to engage with Test and Trace and contact tracing process. <i>Refer to ECC and public health guidance for more information.</i>	Risk of spread of infection if process is not engaged with.	H	<p>Staff guidance issued</p> <p>01/09/20</p> <p>M</p>		
				Parent guidance issued	02/09/20	
Pupil Re-Orientation <i>Back into school after a period of closure / being at home</i>	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	Differing experiences of home learning during time at home mean that some pupils will be more ready for learning than others and gaps in learning between individual pupils will have widened.	H	Shared approach to planning that focuses on revision of basic skills and is supported by 'The Recovery Curriculum'.	08/03/21	M

	This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	This could be a stressful situation for some children which may trigger unwelcome behaviours.	H	Daily circle time for first 2 weeks, focusing on nurture and wellbeing. Revised Behaviour Management procedures in place and shared with teachers and parents.		M
	Children are returning to a school environment and procedures that are very different to those they are used to.	This could have a further negative impact on mental health.	H	Classroom environments have been made as welcoming as possible to make children feel comfortable. Where possible, equipment (e.g. slides, bikes, building blocks) have been retained for use and enhanced cleaning regimes put in place. Films of environment sent to new families starting in Foundation Stage.	08/03/21	M
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Children have been at home for a long time and may suffer anxiety about leaving parents and returning to school. Children's mental health may have been impacted negatively during extended periods of isolation.	H	Provision of high-quality information to parents to give them the confidence that it is safe for the children to return. School able to make referrals to Mental Health Support Team (MHST). New consultation line operational for school staff to access support/advice for children/families.	08/03/2021	M

		<p>Children may find socialising in larger groups difficult after long periods spent only with adults or siblings.</p> <p>Children may be anxious about the spread of the virus itself.</p> <p>The 'new' school environment may cause anxiety.</p> <p>Children may have been affected by bereavement during closure.</p> <p>Social and emotional responses may lead to challenging behaviours. Social distancing between children and adults may be difficult to maintain if children are distressed or angry.</p>		<p>Staff guidance contains information about supporting children's mental health and social and emotional wellbeing. Staff have access to resources.</p> <p>Suite of materials and training provided for staff to help them support children with social, emotional and mental health issues.</p> <p>HSCLW will be available to offer advice and support to teachers and families as required.</p> <p>Fegans mental health counselling provided to school as bought-in service. Service to resume face to face from 19/4/21.</p> <p>Bereavement support resources available and policy in place.</p> <p>Updated risk assessments for dealing with distressed or angry children will be shared.</p>	<p>Ongoing</p> <p>19/04/21</p> <p>02/09/20</p>	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial 	<p>Some families may be experiencing difficulties which may impact on their children's ability to cope with returning to school.</p>	H	<p>Continue contact with those families that we know are experiencing difficulties and / or are already on our wider vulnerable list.</p>	Ongoing	M

	<ul style="list-style-type: none"> Increased FSM eligibility Referrals to social care and other support <p>PPG/ vulnerable groups</p>	Families not returning to school may also be experiencing a range of issues that we are unaware of due to reduced contact.		<p>Parents reminded to check eligibility for Free School Meals.</p> <p>HSCLW to signpost families to organisations such as food banks.</p> <p>Continue to share ways in which we can support via parent communication and website.</p>		
Transition	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> EY to Primary Primary to Secondary Vulnerable children Children with SEND <p>Physical and sensory needs, including adaptations, equipment etc (lead in times).</p>		H	<p>Communication to parents via letter available on school website. Virtual tours of Nursery and Reception classes available on school website and films sent to families with children starting in September. Liaison with nurseries and secondary schools. Year 6 children signposted to secondary school transition units.</p>		M

		Usual transition arrangements for new starters, leavers and those moving between year groups will not be able to be carried out meaning many children may not be fully prepared for the new school year.		Year 5/6 Phase Leader assigned as transition leader for Years 6/7. Inclusion Manager supporting transition information handover for children with SEND, liaising with SENCO counterparts as needed.	16/04/21	
What will need to be different this year because of COVID19?				Handover meeting, both pastorally and academically, held for all children moving to a new year group within school. New EYFS intake invited for face to face meetings with new teacher (Zoom/Teams or phone call offered to those unable to attend). Face to face/new teacher meetings arranged for all year groups. Queensway leavers event for Year 6 leavers to be arranged as soon as is practicably safe to do so.	w/c 13/07/20	
Contingency Plan including Plan for Remote Education	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed	Children's learning will be further impacted if, in the event of self-isolation, the school does not have a robust plan in place to ensure remote learning offer matches in school provision.	H	Remote learning contingency via Google Classrooms available and ready to be switched on when needed. Access is password protected.	01/09/20	M

		Due to the levels of disadvantage, not all children will have the same access to technology.		<p>Deliver training to all teachers so that they are prepared to switch to online or blended learning if required.</p> <p>Spare laptops available for loan for any children not able to access equipment needed. All eligible children have been recommended for the Government laptop scheme. Online survey form sent to all parents to get an accurate picture of access to technology in pupil's home so that a plan can be developed for those without access to suitable technology.</p>	<p>September INSET 2020</p> <p>01/07/20</p>	
Safeguarding	Updated Child Protection Policy in place.	<p>Staff may be unsure of adapted procedures.</p> <p>Child Protection Policy may not adequately reflect the situation when more children are in school.</p>	H	<p>Adopted most recent update to COVID19 Child Protection Policy – agreed by Governors and shared with staff. Review policy in light of welcoming additional children.</p>	02/09/20	M
	Where physical contact is required in the context of managing behaviour ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Staff may be at additional risk of infection if behaviour issues require restraint or close contact where social distancing measures cannot be maintained.	H	Review individual positive handling plans to ensure they include protective measures and share with relevant teachers.	01/09/20	M

	<p>Provision for children with medical conditions.</p> <p>Updated Behaviour Policy in place.</p>	<p>Current policy may not take account of required protective measures. Children's mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviours, which may not be accounted for in current Behaviour Policy.</p>		<p>Inclusion Manager to source advice and resources to support staff who may have to deal with challenging or unsafe behaviours.</p> <p>Review Supporting Children with Medical Conditions Policy as appropriate.</p> <p>Adopt LA most recent revised Behaviour Policy advice and share with staff.</p> <p>Review Exclusion Policy and Procedure and share with staff.</p> <p>Review and share Individual Behaviour Plans with staff in applicable groups.</p>	01/09/20	
Curriculum / learning environment	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>	<p>Some children may need social and emotional support to re-engage them in their learning.</p> <p>Some children may need activities that scaffold and rebuild learning skills.</p> <p>Progress through curriculum will need to be accelerated as appropriate so that children are not always playing catch up.</p>	H	<p>Staff training schedule produced each term.</p>	16/04/21	M

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with protective measures in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons <p>DT/ FT</p>	<p>Some activities may not be possible to undertake whilst maintaining protective measures.</p> <p>Usual organisation of some activities (e.g.) PE coaching would result in mixing of groups.</p>	H	<p>Consideration given to these activities and timetable drawn up appropriately.</p> <p>PE to be undertaken outside as much as possible (timetabled use for multi-use games area.</p>	Ongoing	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done. 	<p>Gaps in learning may impact on children's ability to access age appropriate curriculum.</p> <p>Children's social, emotional and mental wellbeing may be impacted by closure.</p> <p>Children who have been supported by family to continue learning throughout closure may become 'stuck' or bored if expected to repeat learning along with those that have had.</p>	H	<p>Staff are trained and supported in 'front of classroom delivery' style and aware of how best to provide students with additional support.</p> <p>Return to school's whole school planning structure implemented focusing on development of basic skills.</p> <p>Flexible groupings in place, with additional support, to focus on closing gaps in basic skills.</p>	01/09/20	M
	<ul style="list-style-type: none"> • capturing pupil achievements/ outcomes 			<p>Planning provides adequate challenge for those children whose learning has not been impacted by closure.</p> <p>Whole school certificates implemented straight away.</p>		

	utilising DFE catch-up funding and programmes			Out of school achievements through Wow slips in Foundation Stage and assemblies in Years 1-6.		
	Approach to non-residential educational visits agreed.	Non-residential trips allowed within Government Guidance.	H	Educational trips will not be taking place until further notice.	Ongoing	M
	Behaviour policy reviewed to reflect the current circumstances.	Children's mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviours, which may not be accounted for in current Behaviour Policy. Children may be in groups led by unfamiliar adults.	H	Addendum to Behaviour Policy shared with all staff. Review Exclusion Policy and procedure and share with staff if necessary. Review and share Individual Behaviour Plans with staff in applicable groups.	01/09/20	M
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Children with EHCPs may be further disadvantaged by delay in reviews. Face to face meetings with professionals not always possible.	H	'Reasonable Endeavours' work undertaken. Virtual meeting with professionals to support review cycles.		M
		Children with EHCPs in school may find protective measures and changes to school environment and routines more difficult to follow than other children.		Visiting professionals to share their Covid Risk Assessments with school prior to site visits. Risk assessment undertaken for children with EHCPs.		

				Consideration of different approaches to transition for some children.		
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Some events may compromise social distancing measures if allowed to go ahead. There may be a financial risk if events are cancelled by the school.	M	Review school calendar and cancel / postpone events as necessary in accordance with terms and conditions for each event. Dates published to staff and parents.	Ongoing 16/04/21	L
Additional Measures for Queensway Nursery and Caretaker's School House (in addition to whole school measures)	Nursery needs to be set up as one bubble.	Increased risk of infection due to increased number of children in the bubble and difficulty of such young children following social distancing and / or additional protective measures.	H	Nursery returned to full opening on 8/3/21 in line with the rest of the school.	08/03/21	M
	Consideration given to safe use of outdoor play equipment.	Use of outdoor equipment poses infection risk.	H	Regular handwashing and application of hand sanitiser between use of different equipment. Handwashing station set up. Sandpits will not be used until further notice.		M
	Staff required to support physical needs of children such as changing nappies and soiled clothing	Changing nappies puts staff at risk from being in close proximity to children and potentially touching bodily fluids. Messy / water play could lead to the children needing their clothes changed	H	Full PPE to be used when changing nappies - gloves, apron and face mask. Children will be encouraged to change their own clothes as far as possible.	02/09/20	M

	Approach to children bringing in items from home.	Toys and comforters could increase risk of infection being bought into Nursery.	M	Children will be discouraged from bringing in toys or comforters other than in exceptional circumstances e.g. they are unable to settle without. Any items must only be used by that child and will be stored safely in a plastic bag away from other children when not needed.	Ongoing	L
	Consideration given to safety of other areas of Nursery site.	Gate will be touched by parents as they leave nursery at drop off and pick up time posing risk of infection. Plastic covered post protectors in Nursery Outdoor area are touched regularly by children throughout the day. Staff eating lunch will not be able to maintain social distancing measures.	H	Front gate will be fixed open to avoid the need to touch. Post protectors will be wiped with anti-bac throughout the day and thoroughly washed and disinfected at the end of each session. Staff to consider eating outside or in designated rest room area (away from children).	05/03/21	L
	Approach to meetings with parents and professionals from other agencies.	Socially distanced guidelines may not be met.	H	Face to Face meetings must adhere to social distancing guidelines with windows and doors open, or outside if appropriate.		M