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| <b>Department:</b> Education and Children's Services   |   | <b>RISK ASSESSMENT</b>                              | <b>Aberdeenshire</b><br>COUNCIL  |
| <b>Process/Activity:</b>   | COVID-19 Infection Prevention & Control | <b>Location:</b> All ECS Establishments             | <b>Date:</b> 24 September 2020  |
| <b>Describe activity:</b> ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. |   |   |   |
| <b>Establishment Name and Location:</b> Ellon Academy  |   | <b>Isolation Room Location in Establishment:</b> G4 |   |

| Hazard              | Person/s Affected           | Risk   | Risk level before controls are in place (delete as appropriate)<br>Low, Medium & High |   |   | Control Measures   | Risk level after controls are in place (delete as appropriate)<br>Low, Medium & High |   |      |
|---------------------|-----------------------------|--|---|---|---|--|--|---|------|
| Spread of infection | Staff<br>Pupils<br>Visitors | Cross contamination of infection.<br><br>Infection of staff, pupils and visitors | L   | M | H | <p><b>GENERAL CONTROL MEASURES</b></p> <p>All children, young people, staff and any others for whom it is necessary to enter the school estate should maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene:</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet. (Hot water supply has been identified as a potential issue as the capacity of hot water tanks may not keep up with demand from the anticipated significant increase in hand washing, and hot water may 'run out'. The requirement is for cold water only for hand washing)</li> <li>• Strongly encourage young people and staff to avoid touching their faces including mouth, eyes and nose.</li> <li>• use a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste.</li> </ul> <p>Provide supplies of resources including tissues, soap and hand sanitisers. Staff and pupils encouraged to have their own simple hand moisturiser to offset any irritation caused by frequent handwashing/sanitising.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government is shared with staff on the Aberdeenshire Council staff COVID-19 site: <a href="https://covid19.aberdeenshire.gov.uk/">https://covid19.aberdeenshire.gov.uk/</a></p> <p><a href="#">Covid-19 Guidance for Non-healthcare Settings</a> is available here.</p> <p><a href="#">Visiting staff guidance is found here</a> – this includes ASN Pupil Escorts, ASN staff, ASN peripatetic staff, ASN Support Services, Visiting Specialists, Supply Teachers, Music Instructors, Janitorial staff.</p> | L  | M | H+*/ |

H&S advice available on Arcadia, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, wearing of face coverings:

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.

Health, Safety and Wellbeing policy is available [here](#).

**PPE**

For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child ie personal care. Where colleagues need to work in close proximity to a pupil for over 15 mins, the school will provide face coverings/PPE for that purpose.

**Types of PPE required for specific circumstances:**

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a dynamic risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with wearing fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area.

**Face Coverings – Updated guidance from 31 August 2020**

Definition of face covering found [here](#) (should not be confused with PPE). Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn.

Face coverings should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.

- When temporarily storing a face covering (eg during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures are in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering. Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in [secondary schools](#) to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

**Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**

**Special Consideration for Certain Groups**

The latest guidance on attendance for young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant will be followed. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Plans for remote education for some pupils will be maintained.

All clinically extremely vulnerable staff will either be enabled to work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and Head Teacher.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Line managers should identify (and record that this has been carried out for every individual) staff who are [clinically extremely vulnerable\(link\)](#) and advise SLT prior to them entering school.

- ‘Clinically extremely vulnerable’ staff should be able to attend unless advice from their GP is not to.
- Those with a ‘clinically vulnerable’ household member can attend after a dynamic risk assessment.
- Those who are ‘clinically extremely vulnerable’ should discuss their options with their line manager/link SLT
- Those who live with someone ‘clinically extremely vulnerable’/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

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|  |  |  |  | <p>Link <a href="#">here</a> for an occupational risk assessment from the Scottish government and recommended by Health &amp; Safety colleagues for managers with members of staff returning from shielding. It can also be used for any staff who have concerns even without a GP letter.</p> <p>Link <a href="#">here</a> for advice for people with specific medical conditions, and wording in this section updated.</p> <p>Ensure up to date risk assessments for pupils on EHC plans, carried out with educational providers and parents/carers, to ensure pupil is at no more risk in the school setting than at home.</p> <p>Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the guidance on the appropriate approach to these specific circumstances while on campus. SG Guidance is available.</p> <p><b>General Advice - Staff and Pupils</b></p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>We are able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing. This can be done by self-referral - online at <a href="https://nhs.uk/inform-scot/test-and-protect">NHSinform.scot/test-and-protect</a> or by calling 0800 028 2816. Staff can also access the self-referral through the below Aberdeenshire Council AskHR link: <a href="https://abshire.cherwellondemand.com/CherwellPortal/HRCOVID19Testing">https://abshire.cherwellondemand.com/CherwellPortal/HRCOVID19Testing</a> Staff should identify themselves as essential workers during the referral process (<b>What is your reason for getting a test?</b>) and then confirm they have symptoms</p> <p>No volunteers allowed in school as from 29 July 2020. If critical to the delivery or support of the curriculum, SLT to further risk assess the requirement.</p> <p>Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Changes implemented in working practices for administration staff with a rota of staff on reception/in the main office. Movement between workstations and in the office minimised with no other staff access permitted beyond the SLT mail trays. Cleaning between use of shared education reception desk. Staff have</p> |  |  |  |  |
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With 1140 pupils in the building it is not possible to maintain 2m separation while supervising pupils out of class/delivering certain lessons. Risk therefore MEDIUM.

**Commented [SM1]:** Line manager to complete. Denice Rentoul to support/guide for any measures identified - to ensure an authority-wide approach is taken. Likewise, any remote-working outcome to be discussed with our HR Officer (Karen Tucker, HT Meeting 17/8/20). Suggest link SLT is leads on HR discussions.

their own toolkit of resources. Clear reception desk policy in place. Pre-arrange meetings outside the Main Office with individual staff if required.

Period-by-period registration will be undertaken, and [appropriate absence codes recorded](#) (both existing and COVID-19 related). Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [secondary schools](#). Continue to complete the online educational setting status form to provide daily updates on how many pupils and staff are in school.

A risk assessment needs to be completed for any pupil attending multiple educational settings with consideration given to groupings.

Reduce the movement of groups across different parts of the school estate where possible.

Assemblies and other large group gatherings should be avoided. Where this is necessary to do so alternative mitigating actions should be put in place eg limiting time spent together. Benchmark information can be found [here](#) in guidance for the safe use of places for worship (advice for adults attending places of worship, not children who fall under different category regarding social distancing - max 50). For staff meetings etc, each room has a maximum number based on distancing of 2m. Capacity is displayed on doors.

Clear signs displayed as reminders to staff and pupils regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing.

Staff strongly encouraged to tie back hair where appropriate and change clothes daily. Pupils also strongly encouraged to tie hair back.

Strongly encourage distancing for pupils particularly in the senior phase. Encourage pupils to not crowd together or touch their peers. Discourage hand to hand greetings/hugs. Use all available space to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults.

If a parent calls the school because they have symptoms and their son/daughter needs to return home, pupil should leave school immediately and return to school if the testing proves to be negative. No additional cleaning is required if pupil not symptomatic. Class teachers to be informed of reason for absence/outcome.

**General Advice - Evacuation**

Emergency evacuation procedures & muster points adjusted to keep 2m separation where possible for staff by using the whole campus for assembly points. Adjustments include removal of formal staff/visitor/pupil registration. Evacuation process during registration/interval/lunch also included. Evacuation summary [here](#).

Amended fire procedure shared with staff 10 August and drill practice to be carried out with staff and pupils on 12 August lead by the Head Teacher with further adaptations made as required.

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|  |  |  |  | <p>When not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point revert to physical distancing.</p> <p>Personal Evacuation Emergency Plans (PEEPS) reviewed by ASN to ensure that arrangements remain adequate and relevant.</p> <p>Any doors that have been pinned/wedged open should be released when passing through if safe to do so. Open windows should be closed if deemed safe to do so.</p> <p><b>General Advice - Facilities</b></p> <p>Cleaning Specification as Appendix I. School arrangements added under Comments.<br/>Storage of PPE in line with LA guidance with stocks of hand sanitiser kept in locked external store</p> <p>Regular cleaning (at least twice daily) of frequently touched objects and surfaces (eg handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas; more regularly depending on number of people using spaces. This will include additional midday cleaning by Cleaning Services, focussing on communal non-classroom areas and high frequency touch points. Toilets are included. Where there may be capacity gaps the janitorial team will help support. The allocation of this will be based on formula based on school size.</p> <p>Cleaning materials made available for staff and pupils. There will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. Staff to leave bottles in work base (janitors office if no work base) at the end of each day for replenishment by janitorial staff.</p> <p>As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found <a href="#">here</a>. When using disinfectant on devices, the most effective way to clean these is to spray disinfectant Covid Guard on to a cloth / paper towel and wipe down the device. Do not spray directly on to a device, as this may cause damage.</p> <p>When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.</p> <p>Janitorial staff will support with the provision/emptying of bins for tissue waste in classrooms.</p> <p>Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.</p> |  |  |
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|  |                             |   |   |   | <p>All toilet areas to contain signage highlighting good handwashing routines.</p> <p>Hand Sanitiser to be provided short-term/foot-operated hand sanitiser stations provided by Property for toilets where there is no running water/soap due to long-term defect; A3 signage to be in place.</p> <p><b>Ventilation</b><br/>Leave non-fire doors open to reduce the amount of contact with doors and potentially improve workplace ventilation. Open windows to improve the flow of air where possible. Door wedges provided.</p> <p>Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>Janitorial Support Teams will support with logging calls concerning window opening faults if detected. FES will prioritise calls for windows that cannot open / are hard to open.</p> <p>Where there are internal classroom spaces and offices that do not have ventilation advice from H&amp;S colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use. However, internal fire doors <b>must</b> be closed should an evacuation take place/when the space is not in use; a responsible adult must be present if wedged opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present. Revised documents shared with all relevant parties.</p> <p>Use of fans is not permitted in shared spaces as it simply recycles air. If the heat is unbearable, a fan can be placed beside an open window so any air circulating due to the fan is fresh.</p> |   |   |   |   |
| people with symptoms attending ECS sites | Staff<br>Pupils<br>Visitors | Infection of staff, pupils and visitors | L | M | <b>H</b>  | <p><b>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</b></p> <p>Staff, pupils and parents reminded that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, increased temperature ie 37.8C or higher, loss of/change in sense of smell/taste - anosmia). Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from <a href="#">Test and Protect</a> (stay home for 10 days if symptomatic, other household members to isolate for 14 days). Cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media used.</p> <p>Remind all staff that if they or pupils develop symptoms, they will be sent home. Potentially symptomatic pupils will be escorted by First Aid to the Isolation Room (G4) until they can be collected. Staff should make their own way to G4 and contact First Aid by phone. Please access guidance <a href="#">here</a>, see detailed information</p> | L | M | H |

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|   |  |   |   |   | <p>below. The school will follow the detailed Covid-First Aid Protocol, overseen by the Support Services Coordinator/Head Teacher, available <a href="#">here</a>. Class/office (toilet if used) locked down until deep cleaned.</p> <p>It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in:<br/> <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p> <p><b>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</b></p> <p><b>Cleaning and Disinfection</b></p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, eg desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), eg corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer, and follow the instructions provided with the spill-kit. If no spill-<b>Health Protection Scotland</b> kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p> |   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, pupils &amp; visitors.</p> | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, pupils and visitors</p> | L | M | H  | <p><b>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</b></p> <p>Signage and information added to the entrance of the site and main entrance. Information shared on school website/social media.</p> <p>Parents requested not to enter the CAMPUS grounds on foot, nor to enter the building unless in an emergency, or pre-arranged. Parents/carers in cars should remain in their car. Parents/carers should not drop off items for pupils, to reduce potential transfer of infection.</p> | L | M | H |



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|   |  |   |   |   |          | <p>Social distancing should be adhered to. Staff/visitor distance of 2m where possible. All staff, parent/carers, pupils and necessary visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering the building, hand sanitiser will be available for use before moving to wash hands thoroughly at the nearest available handwashing area. Ground Floor toilets are open by the Pupil Entrance.</p> <p>Dedicated school transport is deemed to be part of the school estate so pupils will not need to distance from each other, but drivers and support workers will require appropriate PPE/physical distancing for journeys they share with them. To support Young People who travel using public transport to travel to schools, dedicated zones can be introduced where physical distancing will not apply. Separate guidance on school transport in Aberdeenshire has been provided.</p>   |          |   |   |
|   |  |   |   |   | <b>H</b> | <p><b><u>STAFF ARRIVAL/DEPARTURE</u></b></p> <p>Car sharing by staff should be avoided; travel should travel by private vehicle, bicycle, or on foot. Use of public transport should be avoided where possible</p> <p>Car parking spaces maintain social distancing; staff should ensure they are vigilant in entering/exiting their own car to maintain this.</p> <p>Line Managers should introduce staggered start/end times to the working day for staff where possible.</p> <p>Clear 2m demarcation cones are in place on the ground outside the staff entrance, along with signage on protocols required.</p> <p>Internal entrance door will be kept open for staff; this will lessen the need for multiple doors to be touched on entry/departure yet keep the building secure.</p> <p>Hand sanitiser will be made available for use on arrival/before departure by all building occupants. Once sanitised, hands should then be thoroughly washed at the nearest available handwashing area.</p>   | <b>L</b> |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, pupils &amp; visitors.</p> | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, pupils and visitors</p> | L | M | <b>H</b> | <p><b><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></b></p> <p><b><u>All visitors including delivery drivers and contractors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></b> Please find guidance <a href="#">here</a> for QR Code Set Up. The Ellon Academy Data Collection Sheet is <a href="#">here</a> &amp; GDPR Template <a href="#">here</a>. Guidance on Collection of Visitor Details <a href="#">here</a>. Reception staff will complete the forms to minimise likelihood of infection.</p> <p>Social distancing set up at reception areas. Pupil reception window to remain closed where possible. Receptionist will complete signing in/out sheets for adults where required. Visitors will complete Track and Trace with their own pens.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers – designated facilities are in the PE corridor/bothy.</p> | <b>L</b> | M | H |

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|                      |                             |                                   |   |   | <p>Contractors arriving at site are directed by signs to <u>staff entrance</u>. To follow same hand sanitising and handwashing rules as per other visitors and staff.</p> <p>Classes/staff will be displaced if required.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not possible, then a track and trace data sharing sheet must be completed in all cases and given to DHT Pupil Support for ease of access if required urgently.</p> <p>Social distancing should be adhered to. Staff/visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p> <p><b><u>Instrumental Instructors</u></b><br/>Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school (G28/G30) to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the PT Faculty and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.<br/>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><b><u>Individual and Class Photos</u></b><br/>QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p> <p><b><u>Skills Development Scotland</u></b> can resume working with pupils effective 21/9/20 following robust risk assessment by SDS/Ellon Academy management and a site specific induction. Specific days/times to be agreed so staff are not required to sign in/out; they will be treated as honorary staff.</p> |   |   |   |   |
| Spread of infection. | Staff<br>Pupils<br>Visitors | Cross contamination of infection. | L | M | <b>H</b>  | <b><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b>   | L | M | H |
|                      |                             |                                   |   |   |   | Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more, then a facial cover should be worn as per guidance and will be provided. |   |   |   |

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| Infection of staff, pupils & visitors.                    |              | Infection of staff, pupils and visitors              |   |   |          | <p>Reduce the need for people to move around as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room.</p> <p>A one-way system was introduced on 17Aug20 for everyone in school. Staff are permitted/encouraged to use the emergency exit stairwells to move between floors which will improve social distancing from pupils.</p> <p>Use of lifts is discouraged, unless there are health requirements. Hand sanitiser will be kept inside the lift for use; lift can be called by using your elbow on the button. Signage in place.</p> <p>Pupils should keep their schoolbags and coats (ie all belongings) with them at all times or use their locker. They must not be left lying around the school; bag storage cages removed.</p> <p>Pupils reminded to wait for used hand sanitiser to dry before touching anything eg light switches, appliances in science, personal lighters etc and to beware of slip hazards from large dispensers (signage in place/regular checks by staff).</p>   |   |   |   |
| Risk of infection of pupils with additional support needs | Pupils       | Risk of not following existing procedures for pupils | L | M | <b>H</b> | <p><b>SUPPORT FOR PUPILS WITH ADDITIONAL SUPPORT NEEDS</b></p> <p>Additional guidance for all staff who work with and support children and young people with additional support needs can be found <a href="#">here</a>. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service. (<a href="#">Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers</a>; <a href="#">Document2: Covid-19 Guidance ASN Peripatetic Services</a>; <a href="#">Document 3: Covid-19 Guidance Escorts</a>; <a href="#">Document 4: Guidance on re-opening school age childcare services ASN</a>; <a href="#">Document 5: ASN FAQs</a>.)</p> <p>Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found <a href="#">here</a>.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on <a href="#">link</a> for the correct methods of putting on and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for pupils with additional support needs, sensory rooms, to ensure safe use.</p> | L | M | H |
| Infected person   | Staff Pupils | Risk of infection to other people                    | L | M | <b>H</b> | <p><b>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</b></p>   | L | M | H |

Commented [SM2]:

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| attending the site | Visitors |  |  |  | <p>Guidance document for first responders <a href="#">here</a> that covers the use of PPE and CPR. Please click on <a href="#">link</a> for the correct methods of putting on and removing PPE.</p> <p>Staff use dynamic risk assessments through process due to needs/conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart <a href="#">here</a> as a guide to the response required. Advice <a href="#">here</a> for people advised to self-isolate.</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> <li>1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.</li> <li>2. Immediate collection of pupil required / staff member returns home.</li> <li>3. Parent/carer or staff should be made aware of the Test and Protect process, school consults with local HPT.</li> <li>4. First Aider puts on relevant PPE – supervises ill user until collection (supervised outside the room).</li> <li>5. Designated isolation room/space and any toilets used deep cleaned.</li> </ol> <p><u>With the group/class</u></p> <ol style="list-style-type: none"> <li>1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).</li> <li>2. When decanting, staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.</li> <li>3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.</li> </ol> <p>Alternative locations are found for classes due to be in that room/area</p> <p>Where a pupil requires to return home due to a family member experiencing symptoms, no additional cleaning is required, but class teachers will be notified.</p> <p><i>Deep clean carried out of areas deemed exposed to potential infection following <a href="#">covid-19-decontamination-in-non-healthcare-settings guidance</a>.</i></p> <p>The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.</p> <p>Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</p> |  |  |
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It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers

The following advice is available in:

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1\\_covid-19-guidance-for-non-healthcare-settings.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

**Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting**

**Cleaning and Disinfection**

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

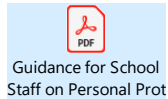
Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-**Health Protection Scotland** kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team

All First Aid Kits to contain PPE: gloves, aprons and masks.

Additional guidance for staff is available here:



Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is

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|   |  |   |   |   | <p>out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies</p> <p><b>Sector Advice Card</b> found <a href="#">here</a>. This will be displayed in school to signpost to guidance.</p> <p>It is the responsibility of the Head Teacher to ensure there is sufficient stocks of PPE within school at all times – the current guidance from procurement is always having 4 weeks stock on site. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.</p> <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following <a href="#">covid-19-decontamination-in-non-healthcare-settings</a> guidance. Additional information found <a href="#">here</a>.</p> <p>Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMIS.</p> |   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, pupils &amp; visitors.</p> | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, pupils and visitors</p> | L | M | H   | <p><b>OUTBREAK MANAGEMENT</b></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> <li>Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></li> </ul> <p>If there is even a single case of Covid-19 or any suspicion that there may be an outbreak HPT and the Local Authority will be contacted. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning.</p> <p>Increased numbers of respiratory illnesses should prompt contacting HPT for advice.</p> <p>If outbreak confirmed, work with local HPT to manage with Local Authority. Actions may include:</p> <ul style="list-style-type: none"> <li>Attendance at multi-agency incident management team meetings</li> <li>Communications with pupils, parents/carers, and staff</li> <li>Provide records of school layout / attendance / groups</li> <li>Implementing enhanced infection, prevention and control measures.</li> </ul> | L | M | H |

**Commented [SM3]:**

**Commented [SM4]:** A list of key contacts is being prepared (17/8/20) by the LA - shows who to contact and in which order.

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|   |  |   |   |   |   | <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible closure should take place with local authority and local HPTs. Maintain appropriate records.</p> <p>If we have an <b>employee</b> with a <b>confirmed</b> case of Covid-19, this should be recorded on the Corporate Accident and Incident Reporting Database with as much surrounding information as possible.</p>   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, pupils &amp; visitors.</p> | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, pupils and visitors</p> | L | M | H | <p><b>CLASSROOM MANAGEMENT</b></p> <p>Staff and pupils reminded at Registration of social distances rules.</p> <p>Teaching spaces set out to maximise staff physical distancing. Existing furniture used effectively to support this. Spacing between pupil desks maximised with pupils sat side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation. Social distancing should be maintained where possible.</p> <p>Pupils instructed to keep bags on the floor and not place on their desks or worktops.</p> <p>Reduce unnecessary sharing of resources as much as possible, using online textbooks where possible. Reduce the range of resources to be used in the classroom and remove those presenting cleaning challenges. Replan lessons/activities to avoid shared resources where possible.</p> <p><b>Marking Jotters</b></p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p> <p>All classrooms will be provided with a Covid-kit which will include sanitiser, disinfectant/paper towels, face coverings (for use in line with guidance) and specialist PPE as identified by PTs for specialist subjects eg anti-bacterial wipes for all computers/laptop trolleys. In line with national guidance, the Local Authority are providing hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. The school is further providing sanitiser in all classrooms and across other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>All shared resources to be cleaned after each lesson (including computers, PE equipment etc). Build this into end of lesson routines in each setting. Teacher to ensure pupils wipe down desk area, chair and resources after use if a shared space/resource. Stock replenishment available via the Supervisory Janitor – leave bottles/requests in your work base (janitors office).</p> | L | M | H |

Additional cleaning will be provided by Cleaning Services/Janitorial Support for touch points in communal areas and will be organised locally.

Try to avoid working with paper/other materials that are shared in a way that may aid transmission, ie consideration to be given to marking work (done electronically), photocopying, etc.

Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.

Clear desk policy to be followed where these have multiple users ie only computer/phone to remain on desks; staff to wipe down desk (computer/phone if used) before leaving the room. Staff should take their own toolkit of resources with them when moving rooms eg whiteboard pens, pencils, pens, paper, stapler.

Classrooms to be kept well-ventilated – ventilation systems checked for fresh air supply/windows open/doors wedged open to minimise need to touch handles. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).

Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be cleaned after use.

**Instrumental Instructors**

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2m may be considered sufficient provided there is appropriate ventilation in the room.

The practical nature of the subject may mean there are exceptional situations in which the 2m distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.

Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.

Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils

Pupils should clean their own instruments under the guidance and instruction of the instructor



|   |                              |   |   |   |   |   |          |   |   |
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|   |                              |   |   |   | <p>Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson</p> <p>Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school<br/>Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)<br/>Drumsticks should not be shared<br/>Bows should not be shared<br/>Each pupil should have their own copies of sheet music.<br/>Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson<br/>Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session</p> <p>Guidance for PE found <a href="#">here</a>. Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Further consideration to be given to the teaching of curriculum in high risk practical subjects which will need to be curtailed/modified as required by Principal Teachers and reflected in faculty risk assessments; amendments should ensure minimum contact. Subjects include Home Ec, PE, Technical, Drama, Music, Art, Science. Science/Technical to work to SSERC Guidelines. All faculties to provide their link DHT with a faculty risk assessment <b>(completed risk assessments detailed below)</b></p> <p>A dedicated quarantine area has been established for library books which should be quarantined for 72 hours upon return to the library. A procedure has been developed by Library staff.</p> <p>Pupils are encouraged not to share their personal belongings. Items brought from home should be used by them alone in order to not increase the risk of indirect spread of virus.</p> |   |          |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, pupils &amp; visitors.</p> | <p>Staff</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, pupils and visitors</p> | L | M | <b>H</b>  | <p><b>STAFF AREAS/BASES</b></p> <p>The same social distancing and hand washing hygiene applies to all staff. Consider breaks being staggered to avoid congestion/contact. F51 can be used as an additional staff centre at interval and lunchtimes only. Wipe down surfaces on departure.<br/>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices.</p> | <b>L</b> | M | H |

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|   |                 |  |   |   |   | <p>Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individuals should be created.</p> <p>Hand sanitiser to be provided.</p>   |                              |  |   |  |
| Spread of infection during canteen use / break and lunchtimes | Staff<br>Pupils | Cross contamination of infection.<br><br>Infection of staff, pupils and visitors | L | M | H | <p><b>BREAK AND LUNCHTIME</b></p> <ul style="list-style-type: none"> <li>All pupils encouraged to go outside. If staff and pupils go off site at lunchtime, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</li> </ul> <p><b>Cafeteria use</b></p> <ul style="list-style-type: none"> <li>Catering staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found <a href="#">here</a>.</li> <li>Discuss provision and delivery with Area Catering Officer/Unit Supervisor. A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks. This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7 September.</li> <li>A new app for young people selecting their meal choices is in place. This assists with the flow of pupil queues. Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment and encourage good hand/respiratory hygiene. Reval units are disabled as are vending machines.</li> <li>Drinking water provided via water fountains with enhanced cleaning measures of the tap mechanism introduced and appropriate signage.</li> <li>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</li> <li>Where social distancing is not possible for staff approaching the counter staff should wear a mask.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</li> </ul> |                              |  | • |  |
| <b>Process/Activity:</b> Infection Prevention & Control       |                 |  |   |   |   | <b>Location:</b> Ellon Academy  | <b>Date:</b> 26 October 2020 |  |   |  |
| <b>Establishment RA Author:</b> Susan McGill                  |                 |  |   |   |   | <b>Date of Review:</b> 7 September 2020   |                              |  |   |  |

Written by Susan McGill, Support Services Coordinator  
Approved by Pauline Buchan, Head Teacher  
Original risk assessment produced in consultation with SLT, PTs, local Trade Union Reps, and Parent Council.

Amendments/additions highlighted in yellow  
Comment(s) added as appropriate  
Update includes LA template revisions 002, 003 and 004



Appendix I

Cleaning Specification (per original Aberdeenshire School Recovery Plan)

| Item  | Frequency     | Comments  |
|---|---------------|---|
| <b>Windows</b>                                |               |   |
| Internal glass other than reception           | NA            |   |
| Internal glass - reception                    | Daily         | To hand height and where accessible   |
| Internal window frames                        | NA            |   |
| Blinds or curtains                            | NA            |   |
| <b>Walls</b>                                  |               |   |
| White/black/smart boards                      | Between users |   |
| Noticeboards, posters                         | NA            |   |
| Pictures - Wall or Desk Inc. frames           | NA            |   |
| Trophy cabinets and contents                  | NA            |   |
| Spot clean vertical surfaces to hand height   | Daily         |   |
| <b>Floors</b>                                 |               |   |
| Fixed floor coverings (carpet/vinyl)          | Daily         | Method of cleaning may vary each day as required (e.g. mop, scrubber, etc)      |
| Rugs/floor mats                               | NA            |   |
| Sports Halls / Gymnasiums                     | Daily         | Method of cleaning may vary each day as required (e.g. mop, scrubber, etc)      |
| <b>Toilets</b>                                |               |   |
| Floors  | Daily         |   |
| Vertical surfaces to hand height - spot clean | Daily         |   |
| Vertical surfaces to hand height - full clean | Weekly        |   |
| Sanitary appliances and sinks                 | Daily         |   |
| Dispensers and Mirrors                        | Daily         |   |
| <b>Furniture &amp; Fixtures</b>               |               |   |
| Desks / hard surfaces                         | Daily         | <b>Will be damp wiped<br/>Must be clear or Cleaning Services will not clean</b> |

|   |               |  |
|---|---------------|--|
| Chair backs                                       | Daily         |  |
| Sinks   | Daily         | <b>Must be clear or Cleaning Services will not clean</b>   |
| Light switches                                    | Daily         |  |
| Door handles / contact points                     | Daily         |  |
| Bookcase shelves                                  | Daily         | Books will not be removed for cleaning   |
| Bannisters  | Daily         |  |
| <b>Waste</b>                                      |               |  |
| Waste bins emptied                                | Daily         |  |
| Spot wipe bins of spills                          | Daily         |  |
| Damp wipe waste bins                              | Weekly        |  |
| <b>Desks and worktop areas</b>                    |               |  |
| Desk tidies                                       | NA            |  |
| Inside of trays - Inc. contents                   | As required   | As directed by teaching staff  |
| Pens/pencils/art equipment/paperwork/stationery   | As required   | As directed by PT  |
| Books   | As required   | Library books quarantined for 72 hours; classroom books as directed by PT  |
| Inside of trays in mobile units                   | As required   | As directed by teaching staff  |
| Contents of trays in mobile units                 | As required   | As directed by teaching staff  |
| <b>Other</b>                                      |               |  |
| ICT equipment                                     | Between users | Sharing items should be avoided where possible; disinfectant and paper towels as well as wipes provided in all ICT areas; stocks kept with laptop trolleys and checked daily by janitors |
| Telephones/door entry handsets                    | As required   | Cleaned after use by member of staff   |
| Electrical equipment (anything with a plug on it) | As required   | Sharing items should be avoided where possible; staff bases managed by PT  |
| Gym equipment                                     | NA            |  |
| Tech Class equipment and inside hazard tape areas | Between users | Pupils/staff to clean with assistance from janitors/technicians  |
| Tools of any kind                                 | Between users | Pupils/staff to clean with assistance from janitors/technicians  |
| Musical instruments of any kind                   | Between users | Pupils/staff to clean with assistance from janitors/technicians  |
| Teachers / any crockery                           | NA            | No shared items should be used. Staff should use personal items and clean themselves   |
| Outside or Inside of fridges/microwaves           | As required   | PTs/line managers responsible for their own faculty/department   |

|   |                   |  |
|---|-------------------|--|
| Outside or Inside of dishwashers/ coffee machines | As required       | 'Owner' responsibility   |
| Outside or Inside of cookers. Home Economics      | As required       | TBC – Home Ec under consideration by LA  |
| Kettles / toasters                                | As required       | PTs/line managers responsible for their own faculty/department                 |
| Sensory room equipment                            | As required       | Cleaning services will clean floors, hard surfaces, vertical surfaces as above |
| Equipment in storerooms                           | As required       | Cleaning Services will clean floors as above; 'owner' responsibility           |
| Specialist clean of brass                         | NA                |  |
| <b>Toys / Personal Items</b>                      |                   |  |
| Nursery Toys                                      | Between 'bubbles' | Use should be limited to those easily cleaned                                  |
| Primary toys i.e. Lego etc.                       | Between 'bubbles' | Use should be limited to those easily cleaned                                  |
| Wendy houses                                      | NA                |  |
| Clothes and footwear                              | NA                |  |
| Personal effects                                  | NA                |  |
| Ornaments of any kind                             | NA                |  |
| Soft furnishings/toys                             | NA                |  |

**Colour Coding**

|   |
|---|
| Cleaning not required   |
| Cleaning Services responsibility  |
| School staff responsibility - clean or find an alternative way of operating |
| Should not be used and should be removed at this time                       |
| Personal responsibility   |

Confirmation of a midday cleaning 'refresh' were received from the LA on 7/8/20. Guidance can be found [here](#). Local Cleaning Staff have confirmed their availability to undertake the Refresh. Informal monitoring/feedback process established.

Covid-updated Faculty/Visitor Risk Assessments:

Creative Arts

Business Education

English

Health and Wellbeing

Humanities

Instrumental Music Service (IMS) – included above/follow links

Library

Maths

Modern Languages

Science

Skills Development Scotland – 14/09/20

Technical