

# COVID Response Plan 2022

Greenside is a special school for 165 learners and 4 North Hertfordshire College students, many have complex medical needs which makes them vulnerable to the impact of COVID. The learning, emotional and sensory needs of the learners means that they require high levels of staffing at all times. The requirements of self-isolation limits the school's ability to provide cover with staff who have sufficient levels of training to meet the needs of learners. The COVID Response Plan outlines actions to...

- reduce the risk of transmission,
- ensure the safety and well-being of everyone at Greenside,
- enable the delivery of a broad, creative and relevant curriculum,
- provide personalised education and support for those unable to attend school.

The plan is in 4 sections...

- 1. Expectations and support**
- 2. Control measures to reduce the risk of transmission**
- 3. Actions in the event of a positive COVID test**
- 4. Changes to ensure safe levels of staffing**

## 1. Expectations and support

|  |  |
|--|--|
| <b>Learners <u>must not</u> attend school if they...</b> | <ul style="list-style-type: none"> <li>➤ have tested positive for COVID 19</li> <li>➤ self-isolating whilst waiting for a Polymerase Chain Reaction (PCR) test</li> <li>➤ someone in their home has tested positive</li> </ul>   |
| <b>All staff are to work in school</b>                   | <ul style="list-style-type: none"> <li>➤ Risk assessments are undertaken for staff.</li> <li>➤ Vulnerable colleagues are given duties to reflect specific needs.</li> </ul>  |
| <b>Unvaccinated staff</b>                                | <ul style="list-style-type: none"> <li>➤ All colleagues are advised to take a COVID and flu vaccine</li> <li>➤ Herts County Council offers support for colleagues who have concerns regarding the vaccine</li> <li>➤ Unvaccinated staff must isolate if they have been in close contact (within 2 metres for 15 minutes) with someone who has tested positive.</li> </ul>  |
| <b>COVID communication</b>                               | <ul style="list-style-type: none"> <li>➤ The COVID Response co-ordinator at Public Health is notified of all positive cases. Senior leads act on their advice.</li> <li>➤ A named governor is informed of developments – updates are shared on GovHub</li> <li>➤ Regular updates provided to all parents, carers and staff via email.</li> <li>➤ COVID is a fixed agenda item for Senior Leadership Team (SLT); area and class lead meetings.</li> <li>➤ Revisions to the COVID Response Plan are shared with staff, parents via email and with governors via GovHub</li> <li>➤ The COVID Response Plan is published on the school website.</li> </ul> |
| <b>Support for parents, carers and staff</b>             | <ul style="list-style-type: none"> <li>➤ Greenside offers a COVID helpline (07748 774301)</li> <li>➤ Greenside subscribes to the SAS wellbeing service</li> <li>➤ Vouchers are arranged for learners who receive free school dinners, but are unable to attend school.</li> </ul>  |

## 2. Control measures to reduce the risk of transmission

|  |  |
|--|--|
| <b>Organisation</b>                        | <ul style="list-style-type: none"> <li>➤ The school operates in 6 areas known as: <ul style="list-style-type: none"> <li>- Rainbow (Blue, Orange and Yellow classes)</li> <li>- Meadow (Buttercup, Poppy, Daisy, Primrose, Clover and Ash classes)</li> <li>- Orchard (Pear, Willow, Cherry, Elm, Yew classes)</li> <li>- Woodlands (Jay, Lark, Robin, Wren Kingfisher classes)</li> <li>- Barnwell (Apple, Strawberry classes)</li> <li>- The Hyde (2Learn, Greenside Studio, The Hyde Out / Phoenix Centre)</li> </ul> </li> <li>➤ Movement of learners between these areas is limited</li> <li>➤ Each area has their own outdoor recreation area (Buttercup use the main field).</li> <li>➤ There are 5 separate entrances (Rainbow and Meadow share).</li> <li>➤ Staff recreation space is managed: <ul style="list-style-type: none"> <li>- Rainbow, Meadow: meeting room (dining room on Wednesdays)</li> <li>- Woodlands: main staff room.</li> <li>- Orchard and Barnwell: Food Tech room.</li> <li>- The Hyde: The Phoenix Centre.</li> </ul> </li> </ul> |
| <b>Site management</b>                     | <ul style="list-style-type: none"> <li>➤ The majority of meeting and reviews are undertaken via MS Teams</li> <li>➤ Parents and carers use the meeting room for medicals.</li> <li>➤ Prospective parents are allowed to visit the school out of school hours.</li> <li>➤ The school's social enterprise "The Greenside Studio" has limited opening times</li> <li>➤ Staff should ensure as much ventilation as possible in their classrooms, offices and recreation areas</li> <li>➤ Only urgent building works (relating to health and safety) will be undertaken during the school day</li> <li>➤ Visitors are required to wear masks</li> <li>➤ Visits are kept to a minimum and do not go into classes (without the specific permission of a member of the SLT)</li> <li>➤ On-site meetings kept to a minimum</li> </ul>   |
| <b>Staff</b>                               | <ul style="list-style-type: none"> <li>➤ Staff advised to take regular Lateral Flow (LF) tests</li> <li>➤ When asked to work in a different area the colleague should first take a LF test</li> </ul>  |
| <b>Personal Protective Equipment (PPE)</b> | <ul style="list-style-type: none"> <li>➤ A central supply of PPE equipment is located in the dining room</li> <li>➤ Area leads must ensure that there is sufficient supplies of PPE for all staff in their area</li> <li>➤ Face coverings are required when... <ul style="list-style-type: none"> <li>- supporting learners to their home / school transport.</li> <li>- inside moving from one area to the next</li> <li>- face to face meetings</li> </ul> </li> <li>➤ Staff may choose to wear a face covering when working in their area Colleagues who need to be exempt from wearing face coverings must inform a member of SLT who will ensure it is part of their risk assessment.</li> </ul>  |
| <b>Testing.</b>                            | <ul style="list-style-type: none"> <li>➤ The school has a stock of lateral flow tests for colleagues to use.</li> <li>➤ In the event of a member of staff being asked by the school to obtain a PCR test, <u>they must</u> ensure that this is undertaken as soon as possible (either on the day of the request or the following day). They should use a walk-in service, or explain to a senior lead why this is not possible.</li> </ul>   |
| <b>Adjustments to the curriculum</b>       | <ul style="list-style-type: none"> <li>➤ No assembles (other than via MSTeams)</li> <li>➤ Limited mixed dining.</li> <li>➤ No whole class visits to cafes</li> <li>➤ No whole class visits to large supermarkets and shopping centres (unless this is part of an established routine for individual learners and authorised by a member of the SLT)</li> <li>➤ Revised swimming arrangements</li> <li>➤ Outreach provision operates in line with Herts CC guidance</li> </ul>  |

|   |   |
|---|---|
| <b>If a learner is taken ill when in school</b> | <ul style="list-style-type: none"> <li>➤ A senior lead must be informed, they act in partnership with the nursing team – parents are contacted and asked to collect their child. Where possible / appropriate a suitable outdoor space is enabled for anyone that becomes unwell on site with accompanying PPE and space for the staff members to maintain social distance. If this is not possible, senior leads will support the decanting of the rest of the class.</li> </ul> |
|---|---|

### 3. Actions in the event of a positive COVID test.

|   |   |
|---|---|
| <b>When a learner or colleague has tested positive for COVID</b>    | <ul style="list-style-type: none"> <li>➤ <u>Do not</u> come into school</li> <li>➤ Inform school</li> <li>➤ Follow medical guidance</li> <li>➤ Isolate</li> </ul>                           |
| <b>Someone has tested positive in the home of a learner</b>         | <ul style="list-style-type: none"> <li>➤ Inform school</li> <li>➤ <u>Do not</u> come into school</li> </ul>   |
| <b>Someone has tested positive in the home of a member of staff</b> | <ul style="list-style-type: none"> <li>➤ Inform school</li> <li>➤ Take a lateral flow test, each day <i>before</i> coming into school</li> <li>➤ Do not work in a different area</li> </ul> |

### 5. Changes to ensure safe levels of staffing

|  |  |
|--|--|
| <b>Actions to enable effective cover and reduce the risk of class closures</b> | <ul style="list-style-type: none"> <li>➤ Greenside will close for learners at 1.00 each Friday (<i>this will be reviewed 31.1.22</i>). All staff will fulfil their full hours on site. TA's undertake training sessions, class leads planning, preparation and assessment (PPA).</li> <li>➤ In the event of there being insufficient numbers to ensure learner safety a rota system of learner attendance will operate. This is regarded as a last resort. Governors will be informed of such actions. Remote learning will be provided for learners who are unable to attend.</li> <li>➤ Senior leads must ensure that there is a trained DSL and trained first aider on the main site at all times.</li> </ul> |
| <b>Support for learners who are unable to attend school</b>                    | <ul style="list-style-type: none"> <li>➤ Remote learning opportunities tailored to the specific needs of learners and their parents / carers.</li> <li>➤ The school can supply laptops to enable access, iPads with SIM cards are provided when there is no access to Wi-Fi.</li> <li>➤ Educational resources and sensory materials can be delivered to the learner's home.</li> <li>➤ Music sessions are offered via MSTeams or Zoom.</li> <li>➤ Learners can access class lessons via MSTeams or Zoom.</li> </ul>  |