

Action card guidance

- This action card should be used in conjunction with current Welsh Government guidelines.
- Its purpose is to highlight those actions that are key to controlling COVID-19 infection in schools and settings.

How do I keep COVID-19 out of our school?

In line with the 'Keep Childcare Safe – Protective Measures in Childcare Settings', the key actions for you to take to be as COVID secure as possible are outlined below:

1. Under no circumstances should learners or staff attend schools or settings if they:
 - feel unwell with or, have any of the identified COVID-19 symptoms: they and their household should self isolate immediately and get a COVID-19 test;
 - have tested positive for COVID-19 and been told to isolate;
 - live in a household with someone who has symptoms of, or has tested positive for COVID-19: the whole household must self isolate.
2. Where a staff member or learner becomes unwell at the school/setting with possible symptoms of COVID-19:
 - they should be sent home immediately to self-isolate and arrange a COVID-19 test;
 - until they leave the school/setting (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the school/setting should be minimised;
 - if possible, ensure they remain in a separate room until they are able to leave the school/setting;
 - if the test is positive, the class bubble will be asked to self isolate for 10 days.
3. Test at home kits are available to all schools/settings in order for staff to take twice weekly tests. Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.
4. Minimise contact between all individuals wherever possible; this applies to both staff and learners. For all learners the emphasis will be on forming groups and ensuring separation of those groups, with staggered class, meal and play times to avoid mixing of groups. For older learners it will also be on maintaining social/physical distancing where possible, reducing total number of daily contacts by at least half, and wearing face coverings where possible during face to face conversations.
5. Staff should avoid interchanging between different or a number of groups unless absolutely necessary, and subject to a risk assessment
6. Staff should maintain social distance from learners and other staff as much as possible across the school site. This includes communal areas, staff rooms, during meetings and when using WC facilities.
7. Clean hands thoroughly more often than usual with soap and water for at least 20 seconds, and use a hand sanitiser, especially if soap and water are unavailable.
8. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
9. Ensure enhanced cleaning takes place, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
10. Ensure appropriate ventilation and 'airing' of rooms using doors and windows as far as possible.
11. Remind parents/carers about drop-off and collection arrangements, that they should not gather at school gates, nor should people from different households mix (eg not share cars to travel to and from the school/setting, or mix for social activities).
12. Where necessary, in specific circumstances, wear appropriate personal protective equipment (PPE). This includes when dealing with suspected cases of COVID-19, and when providing personal care to a child or young person. Further details can be found at: www.gov.wales/operational-guidance-schools-and-settings-support-limited-attendance.html.

What action should I take when a learner or staff member tests positive for COVID-19?

1. In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts.
2. A second contact tracer will then get in touch with those contacts and notify them to self-isolate from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.
3. Schools should ensure that they have processes in place, supported by seating plans where appropriate, to enable contacts to be quickly and easily identified and shared with the contact tracer. The timeliness of your school's response can be critical in reducing the impact of the infection on your school.
4. If a cluster should occur in the school, the cluster's members will be provided with a dedicated TTP contact person managing the cluster, to whom they can report new cases or raise any other concerns such as increasing numbers of possible cases.
5. A positive test on site therefore does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' risk mitigations process, and where schools and settings follow guidelines carefully, there is no cause for alarm.
6. Where vulnerable learners are self-isolating it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

How can I minimize the spread of infection in my school?

Should you have 2 or more cases from your school/setting (including staff, children and visitors) testing positive for COVID-19 in a 14 day period you will need to consider if there are inherent risks within the setting:

1. Review your Coronavirus risk assessment including what measures you have in place in the school/setting, numbers of children attending, consistency of staff working with groups of learners, and infection and control measures.
2. Staff and union engagement and engagement with parents and communicating the revised plan are a critical part of this and provide the opportunity to reinforce good practice and ensure that signs and symptoms of COVID-19 are understood and acted on appropriately i.e. self-isolating and testing.
3. Any cluster in the school/setting will prompt action from the local authority. They will be able to support and advise you on further actions required to mitigate ongoing risks. One of the actions they may wish you to take is to support whole testing of staff to identify asymptomatic individuals.

Links to key guidance:

www.gov.wales/keeping-learners-safe-education

www.gov.wales/schools-coronavirus-guidance

www.gov.wales/test-trace-protect-coronavirus

www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm

