



# *COVID-19 ACTIONS*

## *Actions for Entering / Leaving the building*

- All Students and staff sign in via NHS Covid-19 QR code app
- Front door open all day to avoid touch points
- Hand sanitiser available on entrance/exit with signage

## *Actions for Reception*

- prohibited hot-desking - staff working from one workstation
- Photocopier wiped after each use
- Computers wiped at the end of each day
- Payment by card only
- No sharing of desks nor computers
- When working at reception counter, staying behind line on floor and asking students to do the same.
- Person at counter to use a plastic face mask and wipe counter when finished
- Hand sanitiser available at the desk
- Screen splitting reception area
- Signage to keep 1m distance, 2m where possible

## *Actions for toilets across the school*

- One person using toilet on ground floor
- Room 6 using the toilet outside Room 8
- Room 11 using toilet outside classroom next to 10
- Room 13 using the toilet outside classroom
- Install signage to stipulate one person

## *Actions for moving around the school*

- Signage to keep 1m distance, 2m where possible
- Stagger class time to reduce number of students in the general areas at one time
- One way systems implemented where possible
- Markings to help staff & students gauge 1 metre distance
- Antibacterial hand gel dispensers on each floor with signage
- Students instructed not to make their way to their classroom until time for their lesson. No waiting outside causing congestion. Corridors will be supervised by a member of staff
- Lift not in use unless permission received from a member of staff. If needed, this is to be wiped down after each use.

## *Actions for the classrooms/courses*

- Where possible, one teacher per classroom.
- Restrict course options to 20/40 lessons per week to form class bubbles with teachers
- Using online materials on IWB – Outcomes etc where possible to avoid sharing of books
- Restrict class size to safe capacity for each room (varies dependant on class size)
- Stagger class time to reduce number of students in the general areas at one time
- Online teaching of class will only begin if a positive COVID test is confirmed and the managing director deems it necessary.
- Desks spaced to 1m distance
- PC cleaned after use by teacher (where applicable)
- Sanitiser/Anti-bacterial hand gel used

## *Actions for the classrooms/courses continued....*

- All registers/WRS/HWK mark sheets done online/ digitally to limit touchpoints
- No files used. Absentees checked through online registers by staff
- All desks/door handles, windows wiped down at the end of class.
- Classroom doors open all lesson to reduce contact with handles etc.
- Teachers sanitize desks at end of lessons using materials provided.
- Teachers teach same class all morning/afternoon where possible to form bubble
- Students allowed to enter late to avoid waiting in general areas.
- No close monitoring of students in the classroom – maintain distancing, where possible.
- Not using A/C unit.
- All windows remain open throughout the lesson.
- All classrooms not in use to be kept locked
- All books to be sanitized before being given out to student and returned by student
- Students to wear masks, visors or both within the classroom at the teacher's discretion.

## *Actions for Homestay providers*

- All providers to inform WA immediately of any member of the household having Covid19 symptoms.
- Conduct online visits only for staff
- Staff to maintain close contact with all homestay providers, especially those with under 18s
- Further Guidance for Homestay Providers have been provided by Westbourne Academy.
- Limit homestays to one students where possible, unless requested

## *Actions for Listening Centre / Self Study Room / Computer Room / Library*

- Close facility temporarily
- Continue to offer the room for prayer for Muslim students but keep locked and wipe door handle after each use.
- Student to preform self-study in the cafeteria or their main classroom?
- Close facility temporarily and monitor requests for use
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- Door to be kept locked
- Recommend online materials from Outcomes to avoid use of books

## *Actions for Café*

- Reduced choice of meals to fixed menu of pre-prepared sandwiches.
- All food ordered in advance.
- Queue for coffee or food marked with 1m distance and one way system
- PPE to be used by café staff and students when ordering
- Use disposable cups, stirrers, knives and forks where possible
- Break times staggered where possible
- One member of staff on duty to supervise social distancing
- Coke vending machine not in use.
- Water machine used but only with 'tap push'. No touchpoints
- Hand sanitizer available at entrance to cafeteria and outside downstairs toilet.
- Table football and table tennis table to only used through permission from reception. Balls and bats sanitized between used.
- Move tables and chairs to 1 metres apart with marked spacing
- Masks to be worn unless eating or drinking
- Doors to be kept open into garden to limit touchpoints

## *Actions for Meetings*

- Reduced number of staff in meeting to maintain 1m rule and have others join remotely
- If meetings are required with students, Masks and/or visors are to be worn by all and socially spaced at minimum 1m

## *Actions for School*

### *trips/excursions/activities*

- Trips prohibited until further notice
- Advice given on local places to visit, provided in the cafeteria PowerPoint
- Social activities in cafeteria with social distancing taken into consideration for all activities.

### *Safeguarding in the school*

- Check under 18's attendance see class registers electronically completed on IWB
- Any under 18 student with Covid19 symptoms to self-isolate in homestay but to be contacted twice a day by safeguarding officer. They will also attend online lessons if well enough to do so.
- All students given detailed safeguarding talk at intake
- Students arriving home countries who are required to quarantine for 14 days, will be provided with intake documents electronically and join online lessons. Students under 18 who are required to quarantine must be accommodated in a Westbourne Academy homestay unless permitted by the Head of School.

## *Dealing with Student Incidents*

- Social distancing 1m where 2m is not possible
- Staff wear a facemask and/or visor and gloves if dealing with a student suspected of having Covid19
- Staff avoiding physical contact. This is permitted in an emergency, if required
- Sick room unavailable until further notice or unless instructed by Head of School
- Students phoning in sick with Covid19 symptoms to be told **NOT** to come in and to inform homestay. Follow 111 advice.
- All interviews with students conducted in the meeting room (if available) and table wiped after use.

## *Advice for First Aid*

- Staff attending incidents wear face mask and/or visor and gloves.
- If student is believed to have Covid19 and has had close contact with First Aider, both need to self-isolate and follow 11 advice.

## *Advice for Fire Alarm/ Fire Drills*

- <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf>
- Increased Fire Assembly points to endure social distancing. Staff made aware.
- First class out to use Fire Assembly Point 1 – next to dustbins/smoking area. Second class out to use Point 2 – middle of car park in front of main entrance. Third class out to use Point 3 – corner of the car park, next to roundabout

## *Advice for Smoking Area / Garden*

- Numbers of smokers restricted on the smoking patio to 2 at a time. This is marked out for guidance.
- If large number of smokers at one time, allow to 'overflow' into garden if required.
- Social distancing to be maintained at all times in the garden.
- 1m spacing marked out on benches and to avoid face-to-face sitting
- Benches spaced out across the garden

## *Communications*

- All staff/students aware of current actions and requirements and reminded frequently using school communication systems
- Action needed taken by students put onto Induction talk
- Head of School to share Risk Assessment with all staff
- Risk assessment & safety plans on website

## *Deliveries*

- Disinfect on arrival
- If deemed necessary Isolate package for 24 hours
- Staff accepting deliveries should wear face masks, disposable gloves if close contact is required

## *Contractors*

- Contractor risk assessments scrutinised to ensure they include Covid 19 control measures.
  - Contractor will advise if their operatives contact Covid-19.
  - All contractors observe social distancing
  - Operatives provided (by Contractor) with appropriate PPE.
- In the event of contractors contracting Covid 19 at WA, all details are entered on WA Accident/Incident book.