

## Coronavirus COVID-19 General Information for Schools – G464

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This guidance has been provided to give all our staff, parents and pupils the assurance that appropriate control measures are being put in place in response to Coronavirus COVID-19 and reflects Public Health England Guidance.

The health, safety and well-being of all staff and pupils is of utmost importance to us. We are keeping up to date with latest information from Public Health England and will put strategies in place to ensure that the risk is effectively managed on their advice.

### Key messages taken from [Guidance for Educational Settings](#)

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- Follow the Public Health England messages detailed in this [guidance](#)
- Ensure that your normal cleaning regime follows best practice infection control advice and includes regular cleaning and disinfection of hand contact points such as tables, handles, computer equipment, door push pads, stair rails, toys etc
- Communicate about the importance of hand washing with all members of staff, pupils and visitors
- Encourage handwashing where you have soap and water readily available, rather than using hand sanitiser
- Ensure that all pupils know how to tell a member of staff if they feel unwell
- Ensure that staff and pupils with underlying health conditions follow the information detailed in the section below
- Follow the guidance and advice in the event of a suspected case and advice given by NHS 111 and Public Health England as a result.
- Remember, there is no need to take additional precautions that have not been advised such as additional cleaning, closures or isolation.
- If you do need to close the school following Public Health England advice please notify NCC via <http://schools.norfolk.gov.uk/go/myschool>
- If you have any specific concerns please contact the Health, Safety and Well-Being Team on [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk) or Tel: 01603 573562 and only follow trusted information e.g. from InfoSpace, NHS, DfE and Public Health England

### Members of staff and pupils with underlying health conditions

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It is understandable that anyone with an underlying health condition or a parent or carer of a pupil with such a condition may be particularly concerned about the virus and the risk of catching it. The current expert medical advice is that the best thing any of us can do is to regularly and thoroughly wash our hands.

People with respiratory illnesses are also advised to make sure they follow the medical advice given to keep their condition under control, this means taking their preventative medication as directed, carrying reliever medication at all times and phone 111 if their symptoms worsen at any time.

### Guidance on facemasks

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Facemasks are only recommended for staff who are providing close contact essential services to persons who are self-isolating. Therefore, for all but boarding facilities where

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pupils are self-isolating this will not apply. If you do need access to guidance relating to such services please contact Health, Safety and Well-being.

### **What to do if a member of staff, pupil or visitor becomes unwell and believe they have been exposed to Coronavirus COVID-19**

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If the person has not been to [specified areas](#) in the time periods specified, then normal practice should continue.

If someone becomes unwell at the school and has travelled to affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people and provide them with a bin bag to dispose of used tissues. If possible, find a room or area where they can be isolated behind a closed door. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or in the case of a child you can call on their behalf and explain which country they have returned from in the last 14 days and outline their current symptoms.

While you wait for advice from NHS 111 they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin bag. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to use the toilet whilst waiting for assistance, they should use a separate toilet if available.

A used bin bag should be tied, bagged again and tied. It must be kept at the premises until it is known if the waste is infected.

Once a symptomatic person has left the site for testing, treatment or self-isolation, all surfaces that the person has come into contact with must be cleaned using disposable cloths and a cleaning/disinfectant solution at a dilution of 1000 parts per million available chlorine including:

- All hard surfaces, floors and chairs in the room they were moved to
- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where the person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

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Where there are soft surfaces that are contaminated or have been in high contact these should be steam cleaned.

No special protective equipment is needed for the person undertaking the cleaning other than that which is normally worn whilst using cleaning chemicals, but the equipment used should be disposable, as a minimum this will be disposable gloves and apron. The waste from cleaning should be treated as above.

If possible close the area off and wait 72 hours before cleaning.

### Did you know that

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- Public Health England update their information for the public on [daily basis](#) and so do NCC where it is required.
- [The Health Protection \(Coronavirus\) Regulations 2020](#) have been put in place to reduce the risk of further human-to-human transmission in this country by keeping individuals in isolation where public health professionals believe there is a reasonable risk an individual may have the virus
- There is a range of guidance to reduce the community risk, for example, [guidance for staff in the transport sector](#)

Please talk to your manager if you have any concerns and we will keep you updated with information if anything changes.