



Covid-safe procedures

These procedures are designed to comply with Scottish government guidance on the safe operation of schools. The latest version of this was published on 30th October 2020 and can be found [here](#). There is also a summary version available [here](#).

Key messages from this are:

- There is now a tiered system in Scotland with different guidance in place for different tiers; Orkney is currently in Tier 1
- Two metre distancing should remain in place wherever possible between staff. Distancing is encouraged for pupils.
- Face coverings should be worn by pupils and staff in communal areas. Staff should wear face coverings at all times when they cannot keep 2m distance from others. Pupils should wear face coverings on school transport. Individuals may choose to wear face coverings at other times if they wish.
- Measures must be put in place to reduce the risk of transmission of the virus:
 - Increased hand hygiene and surface cleaning
 - As close as possible to zero tolerance of symptoms, and strict compliance with the Test and Protect system.
 - Avoidance of large gatherings and crowded spaces and, as much as possible, keeping pupils within the same groups for the duration of the school day.
 - Movement between schools -of children, and of temporary/supply/peripatetic staff etc. - kept to a minimum.
- Individual risk assessments must be carried out to establish whether further protective measures are needed for those with particular vulnerabilities

Creation and communication of these procedures

These procedures were created by Stromness Academy SMT based on Scottish Government and OIC guidelines and advice. Staff and unions were consulted on a draft version, by email and in staff and union meetings.

A summary of these procedures was communicated to parents by email before school re-opens.

Pupils discussed these procedures with their registration teacher during Induction days on their return to school on 12-14th August. There is further discussion at each Pupil Council meeting.

Amendments are made on an ongoing basis if Scottish Government guidance or local policy changes, and communicated through Staff Notices, Pupil Bulletin and letters to parents.

Hand and Respiratory Hygiene

Hand and respiratory hygiene will be taught to all pupils during induction and is reinforced in procedures and signage throughout the school and reinforced in bulletin messages.

Face Coverings

Pupils should wear face coverings on school transport and in communal areas in school. For pupils, we define communal areas as everywhere inside the building except for classrooms. Pupils are welcome to wear a face covering in classrooms too if they wish.

Pupils can take off the face covering to eat or drink, but should put it back on when finished.

Pupils don't have to wear a face covering outside.

Information about correct use of face coverings is supplied through the bulletin and signage.

Staff should wear face coverings in communal areas and any other area where they cannot maintain 2m distance from pupils/other staff. They are welcome to wear face coverings at other times if they wish.

Pupils should not be denied access to education for not wearing a face covering. If a pupil or member of staff forgets their face covering, disposable ones are available at the Front Office.

Pupils/staff showing symptoms of Covid-19

As close as possible to zero tolerance of symptoms will be in place – anyone with a high temperature, new continuous cough, loss of (or change in) sense of smell or taste, or who has had contact with a family/community member with symptoms should not attend school.

A continuous cough is defined as coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

If a pupil develops symptoms while they are in school, they will be isolated in the medical room in the foyer. Parents will be contacted and asked to collect them and take them to the drive-through testing facility. As per the current guidance, they should remain at home and everyone in the household should self-isolate until they receive their test results. Parents will be asked to inform the school of the results immediately. If the test is negative, everyone can stop isolating (and return to school). If the test is positive, there will be an immediate multi-agency planning meeting and appropriate action taken which may consist of testing, class isolation and/or school closure.

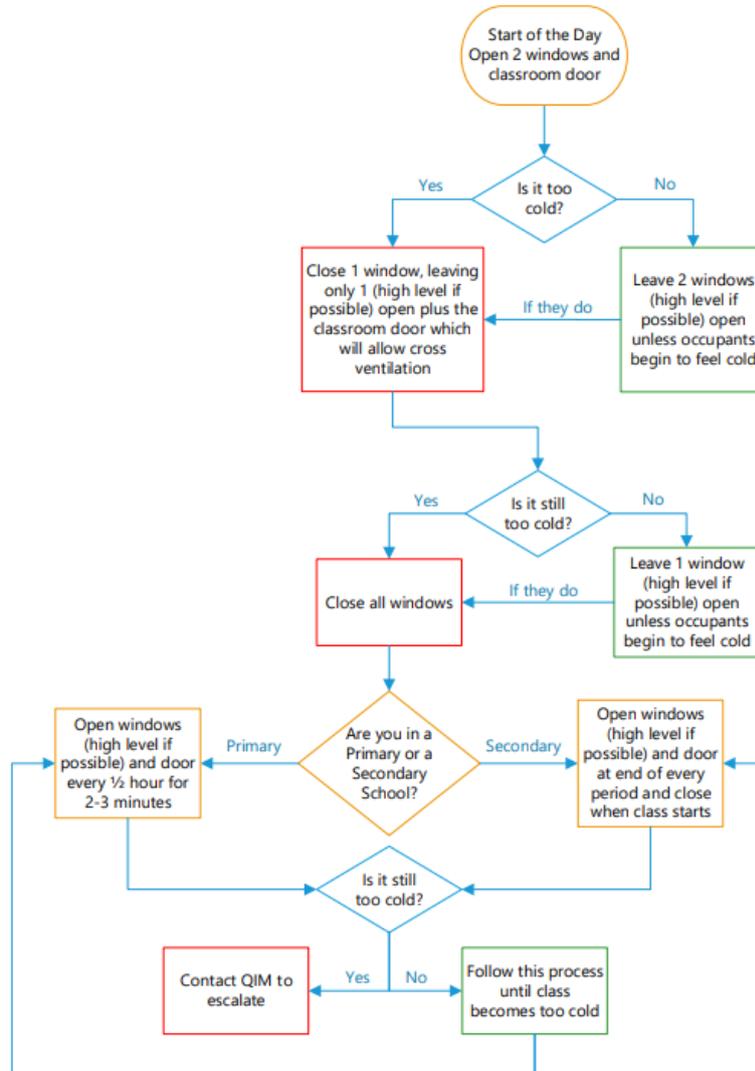
If a member of staff develops symptoms while in school the same procedure is followed. Next of kin may be contacted if the member of staff is not in a position to drive themselves to the test centre.

PPE is provided for first aiders/other staff supporting a person showing symptoms on the table outside the medical room.

People will be moved out of rooms where someone was showing symptoms of covid, and the rooms not used again until they have been cleaned.

Ventilation

Classrooms, social and work areas should be ventilated. In cold weather, a pragmatic approach should be taken to balancing ventilation and temperature. The flowchart below gives a guide to this:



Mass Gatherings/crowded spaces/consistent groupings

Pupils:

There will be no assemblies or house events.

Pupils in S4-6 will be kept separate from S1-3 at social times (see detail below)

Hugging etc. will be discouraged by staff

Friday activities was discontinued in August as it involved mixing in different groups from subject classes, including across age groups. It will be re-introduced for S1-3 pupils now that we are in Tier 1, but generally continue to keep them separate from S4-6 pupils. Some small-scale exceptions to this may be permitted, such as a Senior Sports Leader supporting a Junior Activity; proposals for this will be risk assessed on a case-by-case basis. For S4-6 pupils, Activities time will largely be used for subject-specific supported study classes, given the need to catch up on teaching time missed due to lockdown. A small number of senior activities will run in this time.

Extra-curricular activities are permitted in tier 1, and will be individually risk assessed before re-starting.

Staff:

All meetings will be physically distanced or virtual

The staff room has been reconfigured to allow for physical distancing. Subject bases etc. can be used for smaller groups of staff at break/lunch and physical distancing applied.

If they prepare food/drinks, whether in the staff room or a subject base, staff must clean all equipment they use and wipe down surfaces.

Arrival at school

Parents dropping pupils off by car should use the “top lane” in the car park, closest to the road, keeping them separate from buses arriving in the lane closest to the school.

Parents are not permitted to enter the school unless invited to a meeting. There are 2 designated spaces used for such meetings – ideally, the Meeting Room at the Front Entrance is used to avoid visitors entering the school. If this is booked or too small, then the Conference Room is used.

Everyone must sanitise their hands on entry to the school building.

Everyone entering the building must wear a face covering in communal spaces. On arrival, pupils go to their year group’s designated social areas.

	Indoor space	Outdoor space
S1-3	Balcony/Foyer/Theatre/Library	Tennis Court and Playing Field
S4-6	Dining Hall/Red area/S6 room	Courtyard

Breakfast is sold in the Dining Hall and S1-3 pupils are able to enter it to buy items which they take to their social area.

A water fountain is available in each area, but pupils are encouraged to bring full water bottles from home.

Pupils keep all their belongings (including coats) with them throughout the day. Cloakrooms and changing rooms are not to be used for storage of belongings.

The rear of the Foyer is not used as a social area as it contains our medical room for isolation of anyone with Covid-19 symptoms.

Social areas are supervised, and staff will encourage appropriate wearing of face coverings and hand hygiene and discourage pupils from touching each other or gathering in groups. No more than 6 pupils should sit at a table and staff will enforce this.

Social areas must be ventilated, following the flow-chart provided by OIC (see below).

Movement around the school

Face coverings should be worn by all people at all times in corridors.

Pupils should enter the classroom immediately on arrival; pupils should not line up in corridors.

The doors to the inner courtyard (near Business Studies and Library/Canteen) are to be kept unlocked during the school day, and opened when possible, in line with the ventilation flowchart below. This is to provide ventilation to corridors and a safe outdoor route between areas of the school, reducing congestion in corridors.

Pupils should keep left at all times when moving around the school. Lines on the floor help to enforce this.

Doors are to be kept open wherever possible to minimise touching of surfaces and increase ventilation. **Fire doors should not be wedged open**

In the Classroom

Classrooms have been reconfigured in collaboration with teachers to provide:

- A sanitiser station on entrance or access to handwashing facilities
- Easy access to tissues and a bin for respiratory hygiene purposes, for all pupils, without approaching the teacher
- Easy access to materials for cleaning desks and equipment
- At least 2m exclusion zone at the front of the classroom; pupils are not to enter this zone.
- Room for the teacher to move around the room supervising pupil work from behind, if required
- Pupil seating arranged so that distancing between pupils is encouraged wherever possible and that pupils do not routinely spend time face-to-face with each other – in general this will mean seating facing front, rather than in groups
- Spaces for pupils to hand in work and collect/return equipment
- Clear surfaces to facilitate cleaning, with material which is not in use or cannot easily be cleaned tidied away

Hand hygiene is to be done by all pupils as they enter and leave the classroom; sanitiser will be used in most classrooms, hand-washing in some.

Classrooms should be kept well ventilated; windows and doors should be open wherever possible (see flowchart below).

Teachers should keep 2m distance from pupils and other staff in the room; where this is not possible face coverings should be worn. This means teaching will largely be from the front.

Teachers must devise a consistent seating plan for each class (to facilitate contact tracing). Where the class is small, pupils should be spread out in the room to encourage distancing.

Pupils must keep their belongings with them and put bags on the floor, not on tables.

Lessons should be planned to avoid or keep to a minimum the sharing of equipment. Equipment, jotters and textbooks no longer need to be quarantined for 72 hours, if hand hygiene is carried out before and after touching them.

Desks and chairs should be cleaned when the class leaves. If disinfectant spray is used, this should ideally be left to dry on the surface for at least 5 minutes, rather than wiped down. It is encouraged that pupils clean their own equipment and furniture under teacher supervision.

Where teachers wish to leave the front of the classroom, for instance to talk with an individual about their work:

- Face coverings should be worn by teachers if 2m distance is not maintained. Efforts should be made to avoid this, eg. by using a large room.
- Teachers should stand behind pupils where possible, avoiding face-to-face contact
- Teachers should remain standing and avoid crouching down to pupil level
- Teachers should avoid touching equipment used by pupils. If equipment is touched, teachers should avoid touching their face and clean their hands.
- Technological means of viewing pupils' work while maintaining distance should be used where available, for example shared documents in Microsoft Teams or OneDrive, visualisers to share images of work or practical objects

Teachers may over-ride these guidelines in an emergency; if so, hand sanitising/washing should be done as soon as practicable afterwards.

Cleaning

Extra cleaning of communal areas will be carried out during the school day. This will include toilets and frequently touched surfaces such as door plates and handrails.

End of day cleaning staff begin work at 4pm. Other staff should normally vacate the building by 4pm to facilitate cleaning; where there is a planned after-school meeting, staff should negotiate with cleaning staff which room is to be used and how they will vacate the building without touching areas which have been cleaned.

If someone has been exhibiting covid19 symptoms in school, rooms they have been in will be taken out of use until they have been cleaned.

Break

All pupils will take their break at the same time, but S1-3 pupils will be kept separate from S4-6 pupils in the following areas:

	Indoor space	Outdoor space
S1-3	Balcony/Foyer/Theatre/Library	Tennis Court and Playing Field
S4-6	Dining Hall/Red area/S6 room	Courtyard

S1 pupils are released from class 5 minutes early for Break, to reduce congestion in the S1-3 Social areas.

Hand hygiene is to be done by all pupils as they enter and leave their designated social areas.

Catering staff will provide a limited snack service in Dining Hall and Theatre (no hot items).

Social areas are supervised, and staff will encourage appropriate wearing of face coverings and hand hygiene and discourage pupils from touching each other or gathering in groups. Tables have been set at a maximum of 6 pupils.

Lunch

Lunchtime will be staggered to avoid large gatherings and contact between pupils who would not normally meet in class, as follows:

	12:30	13:15	14:00
S1-3	Lunch	Period 5 lesson	Period 6
S4-6	Period 5 lesson	Lunch	Period 6

Hot lunch must be eaten in the Dining Hall. Pupils are welcome to bring a packed lunch to eat in the Dining Hall. The Theatre, balcony, foyer and Red Area are also available as social areas; snacks may be eaten in these areas.

Hand sanitiser is to be used by all pupils as they enter and leave the Dining Hall or Theatre.

Social areas are supervised, and staff will encourage appropriate wearing of face coverings and hand hygiene and discourage pupils from touching each other or gathering in groups. Tables have been set at a maximum of 6 pupils.

Pupils are permitted to leave the school premises at lunch-time. We have consulted with Argos and the Co-op and they are willing to have pupils come to the shops, but they must adhere to procedures in place in the community. Pupils will be reminded of this through the bulletin.

Pupils are asked to vacate the Dining Hall once they have eaten, to allow for cleaning.

Staff may eat lunch in the staff room or subject bases and should observe 2m distancing at all times. Staff should ensure they wash crockery they use and clean surfaces – if disinfectant spray is used, this should be left to dry on the surface for at least 5 minutes, rather than wiped down.

Payment for catering

Machines will not be used to top up cashless catering accounts due to the queues and hand hygiene issues this creates.

Parents and staff will be encouraged to top up cashless catering accounts online – a letter will go out with instructions.

Where online top-up has not been possible, money can be handed in to the catering staff in an envelope with the pupil's name on and Ingrid Hutchison will credit it to their account.

Pupils are encouraged to bring their Young Scot Cards to school – these can be used to identify themselves to the cashless catering system when paying for food, making it contactless.

Toilets

Staff can use any single-occupancy toilet (ie. disabled toilets in the foyer and music block), or the staffroom toilets. If using the staffroom toilets, staff must maintain physical distancing. In addition, staff may use the multi-occupancy toilets at Business Studies and between Art/Technical before school and at break time, as pupils are not permitted to be in these areas of the school at those times.

All multiple-occupancy toilet blocks are for pupil use at lunch times. They must not be used by staff at these times, for child protection reasons. Numbers of pupils entering these blocks are not restricted.

School Transport

School transport is running as normal. Face coverings must be worn on all school transport and there should be no eating or drinking. All passengers and staff must sanitise their hands prior to joining any form of transport.

Movement between settings

Movement between schools should be kept to a minimum.

Pupils who are enrolled in courses at Orkney College (Kirkwall and Stromness campuses) and Kirkwall Grammar School are able to attend in person, and must comply with the college covid-safe procedures.

Movement of other teaching and support staff between education settings is governed by the OIC Guidance for Education Support Staff. This currently limits access to the school by staff who also work in other educational settings to those who provide services which are essential or exceptional. Those who currently fall into this category for Stromness Academy are peripatetic teaching staff, instrumental instructors, supply teachers, counselling staff, school nurses and youth workers. Other staff may be added to this list after risk assessment.

Our Careers Advisor (Findlay MacLeod) and Pupil Support Teacher (Steve Bunning) have been risk assessed as being able to work at Stromness Academy as their schedules have been changed so that they do not work at other schools.

Other support staff who attend many settings, such as social workers, educational psychologists, and physiotherapists should be encouraged to contact pupils and join in meetings virtually wherever possible.

End of the day

S1-3 will be released at 3:30, and S4-6 at 3:35, to reduce crowding in the foyer. Pupils are encouraged to leave the building quickly. There is supervision as pupils exit, to encourage hand hygiene and the wearing of face coverings on school transport. Spot checks of school transport are carried out periodically at the end of the day, to check that face coverings are being worn.

Risk assessments for individuals

Individual risk assessments are to be carried out with staff/pupils who have a particular concern about a vulnerability to Covid-19, to establish whether any further protective measures are needed beyond those described above.

All staff should use the covid age calculator tool on the link below to assess their own level of risk. If the tool shows their risk level to be moderate or above, they should contact Graeme Horne for an individual discussion. This should be done even if the member of staff is satisfied that the protective measures already in place for them are sufficient.

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/>

Individual risk assessments should be revisited if circumstances change.

Checklists of tasks for staff

Staff completed the checklist below to ensure they had carried out all necessary tasks before pupils returned. The second checklist below is used to check periodically that procedures in place remain appropriate and are being followed.

Document History

Version	Author	Date	Notes
1.0	JP	6.8.20	Draft, sent to staff for consultation 6.8.20
2.0	JP	7.9.20	Updates: Renamed document and removed “return to school” elements – procedures now apply to ongoing school operation Amended face covering guidance Added definition of continuous cough Updated social spaces listing to reflect current practice Disinfectant spray to be left on surface, not wiped Staff/pupil toilet allocation updated Addition of checklist to review procedures in place in personal work area
3.0	JP	4.11.20	New government guidance issued 30.10.20 Updates: Links to guidance updated 15 minute caveat on face coverings for adults removed Staff task list for start of school removed Staff checklist updated Arrangements for Friday Activities added Need for staff to avoid being in corridors at lesson changeover removed as mitigated by face coverings Ventilation flowchart added Need to quarantine equipment removed No eating or drinking on school transport added

Checklist – is your work area covid-safe?

Name: _____ Work area: _____

		Complete
1	Read the updated <i>Stromness Academy Covid-safe procedures (V 3.0 dated 5/11/20)</i> and discuss with your Manager anything which is unclear.	
2	You should have completed an individual risk assessment at the start of the school year. If you did not, please do it now and give it in to Graeme Horne. If anything has changed in your personal health circumstances or your role in school, please revisit the assessment and update as necessary.	
3	Check your work area. Does it have:	
	<ul style="list-style-type: none"> • 2m distancing staff-staff? 	
	<ul style="list-style-type: none"> • 2m distancing staff-pupil? In a classroom, this should be defined by tape. 	
	<ul style="list-style-type: none"> • Adequate ventilation at all times? 	
	<ul style="list-style-type: none"> • Clear work surfaces for easy cleaning? 	
	<ul style="list-style-type: none"> • Sanitiser/cleaning materials as appropriate? 	
4	Do you wear a face covering in communal areas of the school, and when you are able to apply 2m distancing?	
5	Do you vacate the building by 4pm, unless previously arranged with cleaners?	
6	Do you have somewhere to go for break/lunch where you can maintain appropriate physical distance from other staff?	
7	Are materials available to clean surfaces/crockery in spaces where you eat/drink?	
8	Do you know the 3 key symptoms of COVID19?	
9	Do you know what to do if you or a member of your household develop COVID19 symptoms while at home?	
10	Do you know what to do if you, a colleague or a pupil in your class develops COVID19 symptoms while in school?	

If you have any concerns about application of the covid-safe procedures in your work area or in the school in general, please note them here and discuss with your Line Manager or Graeme Horne.