

Tunbridge Wells Girls' Grammar School COVID-19 Policy – Visitors to the School

Document produced using the current government guidance – 21st October 2020

1. Introduction

Tunbridge Wells Girls' Grammar School has implemented a number of control measures to minimise the risk of transmission of coronavirus (COVID-19). This new COVID-19 Policy is formally documenting all the current control measures into one document and replaces the earlier "Control Measures for COVID-19 – Staff version September 2020" issued to staff at the start of September.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. This policy details how Tunbridge Wells Girls' Grammar School is following the government's advice with regard to prevention and response controls for the opening of schools during the COVID-19 pandemic.

2. Government advice for schools

The latest government advice for the full opening of schools

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) includes the following:

Essential measures:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning and ventilation arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

9) Engage with the NHS Test and Trace process

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

11) Contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

Under the present circumstances, visitors to the school are being kept to a minimum.

Please see the full TWGGS COVID-19 policy (on the school website) for further details; the key risk assessment and documentation for visitors are provided here.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL
RISK ASSESSMENT

Location, activity, or issue being looked at: COVID-19 risk assessment for visitors to school

Date: 8th October 2020

Hazard	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Visitors coming into school and developing COVID-19 symptoms.	Getting or spreading coronavirus (COVID-19)	Pupils, staff and visitors	Visitors not coming into school when ill. New procedures in place including pupils, staff and visitors leaving the school if they exhibit COVID-19 symptoms.	Medium	Ensure clear instructions are sent to the visitor in advance of their visit if at all possible, including need to complete the COVID-19 declaration visitor form when they arrive in Reception	On-going from 13/10/20	Staff inviting visitor in
Visitors not washing their hands before coming into school.	Getting or spreading coronavirus (COVID-19)	Pupils, staff and visitors	All visitors must be asked to wash hands or use hand sanitiser upon arrival at school, and when entering classrooms. Reminder poster is displayed in Reception and around the school.	Medium	Hand sanitiser to be used when entering Reception, and when entering and leaving the classroom. Staff must supervise visitors.	On-going from 13/10/20	Visitors and staff (staff to supervise visitors)
Coughing and sneezing in classrooms/at school	Getting or spreading coronavirus (COVID-19)	Pupils, staff and visitors	Promoting the 'catch it, bin it, kill it' approach (e.g. using tissues, coughing into elbows, etc) Posters in each room and around school. Covered bins in each room	Medium	Ensure clear instructions are sent to the visitor in advance of their visit if at all possible.	On-going from 13/10/20	Staff inviting visitor in

Hazard	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Staff and visitors sharing classroom/ work spaces	Transmission of COVID-19 from contaminated surfaces	Staff working in shared work spaces, including cleaners, and visitors	<p>Staff/visitors not coming into school when ill.</p> <p>Use of hand sanitiser when entering a room.</p> <p>Sanitiser and cleaning spray and paper towelling in each area</p> <p>Face coverings worn when in shared spaces</p> <p>Keeping a distance of 2m from other people</p> <p>Keeping in the teachers' area in a classroom, if teaching a lesson, whilst maintaining 2m distance from others</p> <p>Increased ventilation – windows and doors open</p>	Low	<p>Clingfilm used to cover keyboards before use</p> <p>Work surfaces cleaned between users by staff/visitor</p>	On-going from 13/10/20	Teaching staff & visitors
Poor ventilation	Increased risk of the transmission of COVID-19	Pupils and staff	Windows and doors to be kept open	Low			

Hazard	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Staff and visitors sharing communal spaces, e.g. staff room and G11	Transmission of COVID-19 from contaminated surfaces	Staff working in shared work spaces, including cleaners, and visitors	<p>Staff/visitors not coming into school when ill.</p> <p>Face coverings worn when in corridors and shared spaces</p> <p>Keeping a distance of 2m from other people</p> <p>Use of hand sanitiser when entering a room.</p> <p>Observing signs which limit numbers in some shared spaces, such as the staff kitchen.</p>	Low	<p>Clingfilm used to cover keyboards before use</p> <p>Work surfaces cleaned between users by staff/visitor</p> <p>Wiping after use items touched in shared areas, e.g. phone</p>	On-going from 13/10/20	Teaching staff & visitors

This may have additions made/be adapted to specific visitors as appropriate

Name of Assessors:

Review date: End of November 2020

Job title: Induction Health and Safety Officer

Sign and date here to confirm when all actions have been completed:

COVID-19 Declaration to be signed by all visitors

I confirm the following:

- I do not have any coronavirus symptoms:
 - high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - new, continuous cough – this means 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)
 - loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal
- I have not had a positive test result in the last 10 days.
- No-one in my household has coronavirus symptoms.
- Within the last 14 days I have not been contacted by NHS Test and Trace and asked to self-isolate.
- I have not knowingly been in contact with a person who has tested positive for coronavirus within the last 14 days
- In the last 14 days I have not travelled to a country where the government has imposed a requirement to quarantine for 14 days.

Name

Date

Parent of current pupil? YES/ NO (Please delete)

If yes, Pupil name and form:

Form:

If no, Company name, if applicable

Contact phone number

Contact email address:

This information will be kept for 21 days (or per government requirement) then destroyed. It will be provided to the appropriate agency for the purposes of 'Track and Trace' if requested. It will be kept securely in that time and we will not use it for any other purpose.



If a visitor develops coronavirus symptoms at school

1. If a visitor develops coronavirus symptoms at school they are expected to pack away their belongings and leave the school immediately.
2. The visitor needs to self-isolate and arrange a free NHS test (www.gov.uk/get-coronavirus-test). If there is a problem using the internet, they can call NHS 119 to arrange a test. **If there is any doubt as to whether a test is required, they should call NHS 111.** The visitor should be asked to inform the school as soon as possible of the outcome of the test.
3. A poster with self-isolation guidance is displayed in Reception. Visitors must note:

Anyone with symptoms of coronavirus must get tested and self-isolate for a least **10 days**

The **household** of anyone with coronavirus symptoms must self-isolate for **14 days**

4. The visitor needs to inform the Receptionist or a member of school staff of all areas in school they have used and anyone they have been in close contact with, e.g. less than 2m distance for more than 15 minutes. This must be recorded by the staff member using the form at the end of this document. This information will be kept for 21 days (or per government requirement) then destroyed. It will be provided to the appropriate agency for the purposes of 'Track and Trace' if requested.
5. The Site Management Team must be made aware of the areas requiring cleaning, including the visitor's chair and desk.

For Staff Use only – keep for 21 days and then destroy.

Record of visitor with coronavirus symptoms

Visitor name:

Time: Date:

Reason for visiting the school

List of areas/rooms used by visitor – include toilets used (if applicable)

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List of close contacts, e.g. less than 2m distance for more than 15 minutes

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