

Annex A

Highfield Hygiene Protocol September 2020

The aim of this protocol is to ensure the physical health of staff and students working within Highfield school during the COVID-19 outbreak.

Government Guidance is available on <https://www.gov.uk/> for educational settings.

Cleaning of non-healthcare settings / Implementing Social Distancing in education and childcare settings

Social distancing is the most effective however is difficult to undertake whilst working with students.

Please follow the following guidance for the safety of yourself and others whilst at work.

- **Handwashing** – students and staff must wash their hands correctly (20 seconds using soap)
 - Upon arrival in school building
 - At regular intervals throughout the morning
 - Before eating lunch
 - After eating lunch
 - At regular intervals throughout the afternoon
 - Before leaving for home
 - After any coughs or sneezes
- **Touching** – we are discouraging staff and students from physical contact at the current time
 - Not to touch each other
 - Not to touch the face including eyes, nose and mouth
 - Wash hands after physical contact for 20 seconds with soap.
- **Sneezing or coughing**
 - Catch all coughs and sneezes in a tissue where possible or into your elbow.
 - Follow handwashing protocol after discarding the tissue.
 - If staff or students develop a new continuous or persistent cough then they should be isolated and follow procedure for Covid testing and if positive the 'Track and Trace' system.
- **Aprons** – to ensure germs are not spread only 1 person to use an apron
 - Aprons should be worn when preparing any food and washed after each use.
 - Disposable aprons should be worn for personal care.
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- **Masks** -
 - Masks will be available for personal care, staff who are visiting shops and students who choose / are required to wear them when visiting shops or on public transport.
 - Staff may also choose to wear a mask on the school minibus if travelling with students from a different bubble.
- **Plastic Gloves** - Blue gloves can be worn by staff or students
 - Please ensure students understand the purpose of the gloves.
 - Hands must be washed before and after using the gloves
 - Wearing gloves can spread germs
 - Gloves must be worn during personal care as per standard protocol.

- **Cleaning** – a virus can live on a surface for 72 hours but normal cleaning products to kill COVID-19.
 - Clean surfaces with household cleaner at regular intervals
 - Wipe heavily used areas at regular intervals (handrails etc...)
 - Use a disposable cloth where possible.
 - Dispose of or bag any waste and then wash hands for 20 seconds with soap.