



Reopening of QSE guide 2020

*As part of our plans to keep students, staff, and parents safe at QSE, we have published the following **reopening guide**.*

This guide provides all the information needed to understand your role in keeping safe during these unprecedented times. This guide, in conjunction with our covid-19 policy, will help you remain safe at Queensbury School of Education.

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Introduction

We have now opened our doors for in-school lessons. We have formulated tried-and-tested methods to ensure the safety of all people on the premises. Specific rules and regulations have been implemented in accordance to government guidelines and NHS recommendations. We therefore urge parents, guardians, staff and students to abide by these rules and regulations to maintain a safe and healthy learning environment. These rules and regulations will be explained further below.

We understand that it may be difficult to become accustomed to these new regulations. Therefore, we encourage any questions and queries you may have. Although we will continue online teaching, we are navigating towards traditional in class teaching methods to maximise the children's learning. However, should government guidelines change due to the increasing risk of Covid-19, we will move all our lessons online.

We have carefully reformulated our working programme to accommodate the government guidelines whilst delivering high quality teaching during these unprecedented times.

Rules and Regulations

The following rules and regulations have been implemented to ensure your safety at all times whilst on the premises. We have formulated these guidelines in accordance with gov.uk and the NHS.

Our 4 key rules for QSE staff and students:

- 1) Wash your hands**
- 2) Always keep at least 1m social distance from others**
- 3) “Catch it, bin it, kill it”**
- 4) Immediately inform us of any COVID-19 symptoms**

We encourage regular hand washing with warm, soapy water (especially before eating or after using the toilet facilities). Everyone on the premises must always be at least 1 meter socially distanced from each other. When sneezing you *must* use a disposable tissue before throwing it in one of the hygiene bins on the premises.

We are very strict about reporting any symptoms of Covid-19 experienced by your child, yourself or family members/friends you have recently been in personal contact with. Anyone with suspected symptoms of Covid-19 or who have encountered people with these symptoms must contact the gov.uk website or call 119 to arrange swab testing. Any positive result

means you *must* self-isolate for 10-14 days and **must not attend the school**. If your swab result is negative, you will be able to attend the school once you feel better. Failure to report symptoms can result in the spread of the virus to other individuals at QSE which goes against our compliance.

Further responsibilities for the Staff at QSE:

The staff at QSE are dedicated to enforcing a safe environment for everyone who enters the premises. All staff members have a strong understanding of what is expected of them during this difficult time.

Our staff promise to:

- Self-declare any symptoms they might have and self-isolate accordingly
- Maintain an excellent standard of hygiene at QSE
- Follow the government guidelines and adapt to any changes quickly and efficiently
- Wash hands regularly and use hand sanitizer between washes.
- Check their temperature every morning upon entering QSE
- Ensure 1 meter distance is kept and enforced
- Report any sickness accordingly
- All staff must take into account the Government quarantine rules upon return from certain counties

- Wear face masks and gloves at all times. When removing a face mask, individuals must first clean their hands and remove it from behind (do not touch the front of the mask), discard immediately in a bin and clean their hands again.

Government and NHS guidance

As per the government guidelines and advice presented by the NHS, QSE have put into action the following regulations to ensure the safety of all individuals on the premises.

- 1) All individuals (staff, parents, and students) MUST report any symptoms related to the COVID-19 pandemic.
 - i) As part of our plans to monitor any individuals who may have symptoms, we have enforced a strict regime of recording temperatures and symptoms of all children and staff entering the premises (this information is accessible at all times and is checked daily to ensure that there have been no errors in allowing any individuals with a temperature of more than 37.8°C, or symptoms

such as a new persistent cough, fever, shortness of breath or loss of taste or smell).

ii) It is mandatory that any individuals who themselves or their family members are displaying any COVID-19 symptoms must refrain from entering QSE premises until the period of self-isolation has ended (10-14 days). It is also essential that all individuals must report to us this information as soon as possible (this information will be recorded to ensure QSE is operating in a safe and efficient manner).

iii) A health monitoring questionnaire (refer to appendix 1) should be completed and sent back to QSE at the earliest convenience. Any changes in your situation and health should be updated immediately by requesting a new questionnaire which should be completed and sent back to QSE.

2) It must be ensured that the premises are always kept clean and tidy .

i) The staff at QSE have been trained to sanitize and maintain hygiene

in the building (staff are required to sanitize every desk and chair before and after each class).

ii) The building is professionally cleaned daily. We have hired cleaners from a reputable cleaning company to ensure that the premises are cleaned thoroughly. The cleaner will only visit in early hours of the morning to ensure there is no contact with other individuals, and they will not be permitted to continue their duties if they are experiencing symptoms of COVID-19 or have come into contact with anyone with symptoms of COVID-19.

iii) Children will not be permitted to eat food unless they have washed their hands thoroughly with warm, soapy water. A wash basin is situated in teaching room 2 (refer to appendix 2), as well as the toilet facilities on the ground floor. There are signs instructing children on how to wash their hands correctly. Assistance will be provided to those who need it.

iv) Large bags will not be permitted as they increase contact between individuals. This is a risk during this pandemic and we therefore urge

parents/guardians and students to bring a small bag which can be kept under their desk.

3) Appropriate usage of sanitisation materials

i) Staff members, parents and children are encouraged to sanitise their hands using the automatic sanitising machines installed in the corridors and entrance of the building. Hand sanitiser should be used upon arriving on the premises and before leaving the premises.

ii) We will ensure that the automatic sanitisation machines have enough alcohol-based hand sanitiser. The dispenser will be refilled as instructed and will be checked daily. The hand sanitisation liquid used will consist of a minimum of 60% alcohol.

iii) It is the responsibility of all staff member to ensure that antibacterial liquid hand wash and sanitising materials for classrooms are always readily available. Equipment checks will be conducted daily to ensure cleaning materials are available at all times.

4) Maintaining discipline on the premises

i) It is mandatory that all children maintain the necessary standard of discipline in these unprecedented times. We request

parents/guardians to inform the students on the importance of adhering to rules to ensure the safety of all individuals at QSE.

ii) Students are not permitted to share food with each other as this increases the risk of cross-contamination and allergic reactions

iii) Children must not crowd/gather around the corridors, as this goes against the social distancing rules enforced by the government.

Children must also refrain from touching other individuals or other individuals' belongings. Children are not permitted to leave the classrooms except for toilet or handwashing facilities.

iv) Parents/guardians will be asked to wait outside the premises to collect children. As per QSE policy, we only allow children to exit the building after ensuring an adult is present to collect them. Amidst this pandemic, we have taken extra precautionary measures and

installed a smart camera with a speaker phone to communicate with parents waiting outside to collect their child from

the reception area, (refer to appendix 3). If a payment is to be made, only 3 parents will be permitted to enter the building at any one time.

This is a strict procedure we have put in place to minimise the risk of infection. We request parents and guardians to understand these rules and abide by them. Visiting and meetings with teachers will be by appointment basis only. We encourage parents to communicate via phone and email when possible.

Frequently asked questions (FAQs)

1) Are face coverings mandatory for students?

No, face coverings are not mandatory for students. However, PPE may be worn at personal discretion.

Please remember that wearing a face mask and PPE is not a substitute for other protective measures (hand washing, and sanitising is a must even if your child is wearing a mask and/or gloves)

2) How do I report if my child/family member is experiencing Covid-19 or flu symptoms?

You may call us on 020 8204 5090 or email us at queensburydl@gmail.com. Even if you have not been tested positive for COVID-19, please ensure to inform us if your child has a cough, fever or other flu symptoms and do not send your child to QSE until they have recovered.

3) What happens if there is a confirmed case of COVID-19 at QSE?

If there are any confirmed cases of COVID-19 at QSE, we will take necessary measures to prevent any further spread and advise all parents/guardians as appropriate.

4) What happens if the cases of Covid-19 rise rapidly?

Our priority at QSE is to ensure the safety of all our students. Whilst we will still promise to deliver excellent teaching, we may be inclined to switch from traditional classes to online classes to minimise the chance of the virus spreading. Should this change in teaching occur, we will inform all parents immediately.

Appendix

Appendix 1 – COVID-19 Health Monitoring Questionnaire

Child's Name: _____	Date: _____
Parent/guardian's Name: _____	<div style="border: 1px solid black; padding: 5px; text-align: center;">Child photograph</div>
Contact Number: _____	

Instructions:

This questionnaire must be completed before attending lessons in QSE.

This questionnaire must be re-requested and re-completed if any of the information provided has changed (if there is a new development of COVID-19 symptoms in the family).

1) Does your child have any special medical needs?

Yes

No

If yes, please specify _____

- 2) Are you currently residing with an individual who is shielding due to the COVID-19 outbreak?
i.e. elderly, individuals with serious underlying conditions, individuals with circumstances which make them especially susceptible to the virus

Yes

No

If yes, please specify _____

- 3) Have you, your child or a family member tested positive for COVID-19 in the past 14 days?

Yes

No

- 4) Have you been in close contact with an individual who has been diagnosed with or tested positive for COVID-19 in the past 14 days?

Yes

No

If yes, please specify _____

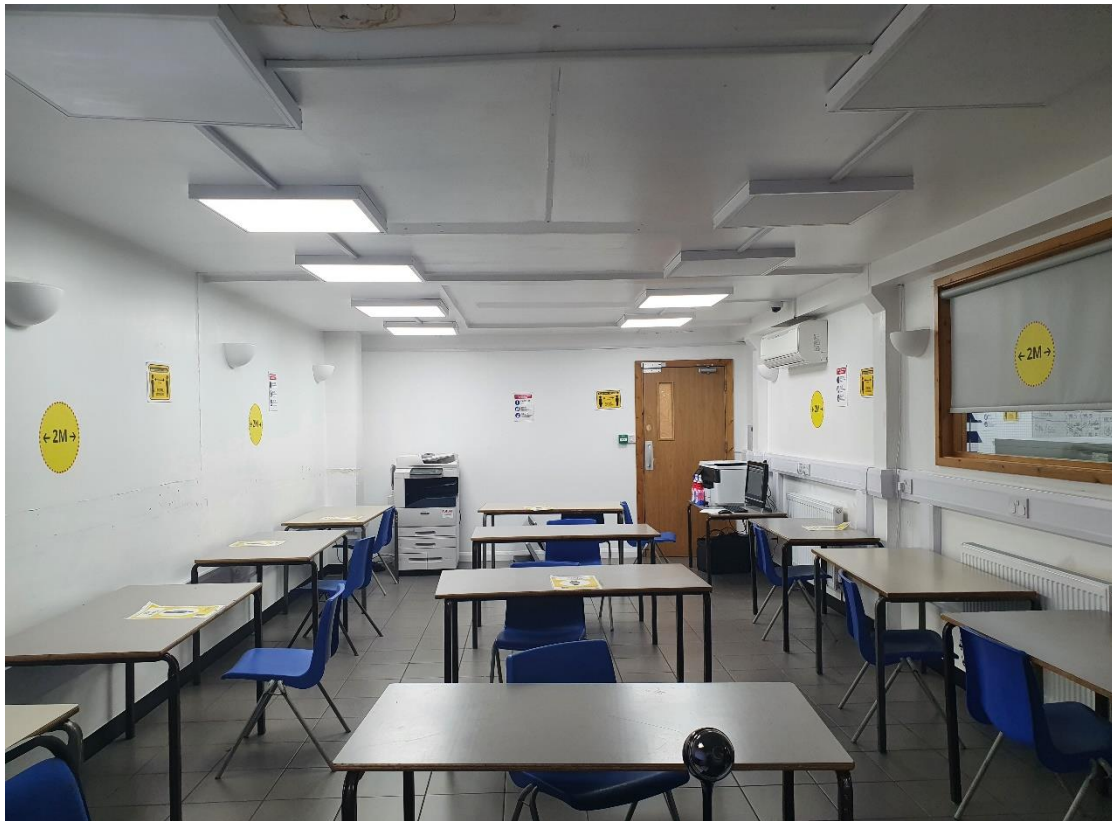
- 5) Have you returned from international travel in the past 14 days?

Yes

No

If yes, please specify _____

Appendix 2 – Precautions taken by QSE



We have arranged the table seating currently at a distance of 1m to maintain social distancing.



