



## Standard Operating Procedures for Coronavirus (COVID-19) in Educational Settings

**Scope:** This SOP provides guidance to assist staff in addressing coronavirus (COVID-19) in an Educational setting. This includes childcare, early years, schools, and higher education institutions.

### **Symptoms:**

- The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).
- For most people, coronavirus (COVID-19) will be a mild infection.
- Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

### **Management of persons who develops symptoms of coronavirus (COVID-19) whilst at an educational setting:**

- If anyone becomes unwell with a new, continuous cough or a high temperature in an educational setting, they should be sent home immediately and advised to follow the staying at home guidance.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products in accordance with the established infection prevention and control guidelines before being used by anyone else.
- In an emergency, call 911 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, or local hospital.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly with soap and water for 20 seconds after any contact with someone who is unwell.

- Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

#### **Limiting the spread of coronavirus (COVID-19) in educational settings:**

- Staff can help reduce the spread of coronavirus (COVID-19) with an Educational setting by reminding everyone of the Public Health Team advice using posters and leaflets.
- Staff, children, pupils, students and families should be reminded to wash their hands with soap and water for 20 seconds more frequently than normal.
- Staff should ensure that objects and surfaces that are touched regularly are cleaned and disinfected using standard cleaning products in accordance with the established infection prevention and control guidelines.
- You may also wish to consider your plans for:
  - The availability of soap and hot water in every toilet (and if possible in classrooms)
  - The location of hand sanitizer stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
  - The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
  - Ensuring there is an adequate supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly.

#### **Preventative Measures:**

- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise, those who are eligible or required to attend should attend education or work as normal.
- If staff, young people or children become unwell at the educational setting with a new, continuous cough or a high temperature they must be sent home.
- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products.
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitizer and catch coughs and sneezes in tissues.
- Teachers should develop posters and lesson plans on general hand hygiene techniques.
- You may also wish to consider your plans for:

- the availability of soap and hot water in every toilet (and if possible in classrooms)
- the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
- the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly.

### **Reviewing your staff for availability in school**

- Remember staff may need to work with different groups of children than usual.
- Careful attention should be given to those staff who are anxious and may value the opportunity for discussion and reassurance.
- **Clinically extremely vulnerable individuals** should be advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position should be advised not to attend work.
- If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.
- If a **member of staff lives with someone who is clinically vulnerable** (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.
- If a **staff member lives in a household with someone who is clinically extremely vulnerable**, it is advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to then they should be supported to work at home.
- Keep staffing arrangements as consistent as possible. Wherever possible keep them with the same pupil group and in the same settings. In instances where there is a need to use staff from other schools, ensure cover is agreed on a weekly basis, not daily, to limit contacts.

### **Secondary schools should consider the following additional guidance:**

- Schools should aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible. This is more achievable in

secondary schools than in primary schools, due to the age of the pupils, and is more important as mixing between groups – while limited as far as possible – will be more common in secondary schools

- Ensuring sufficient distance between pupils is likely to mean classes are no more than half their usual size. However, this may vary due to individual school circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)
- Mixing between different groups of pupils should be kept to a minimum. However, due to the range of subjects that are being taught in secondary schools means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers. It is expected that these groups would be smaller than normal. Schools should also try to minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk
- Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks. If rotas are used, vulnerable children and children of critical workers in all year groups should still be encouraged to attend full-time and appropriate risk assessments should consider how this could be managed.

### **Minimising risks outside of school**

Secondary schools should consider how pupils travel to and from school. Pupils should be encouraged to walk or cycle where possible. In preparing for wider opening, secondary schools should carefully consider:

- How many pupils will be travelling at the same time
- How those pupils are likely to travel
- The likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school

Schools should ensure that the use of public transport to travel to and from school is minimised as far as possible. Where it is totally necessary, this should not be during peak times. Schools should introduce staggered start and end times as appropriate to help achieve this.

Schools should give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Schools should consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups outside school.

## **Principles of cleaning after the case has left the setting or area:**

### *Personal Protective Equipment (PPE)*

- The minimum PPE should be worn for cleaning the area where a person displaying symptoms of COVID-19 kept using disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have been kept at school waiting room) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The Ministry's Public Health England Team can advise on this.
- Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

### **Cleaning and disinfection**

- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids should be cleaned thoroughly in accordance with the established infection prevention and control guidelines.
- All surfaces that the symptomatic person came into contact with must be cleaned and disinfected, including:
  - objects which are visibly contaminated with body fluids
  - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
  - use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available Chlorine.
  - or
    - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergent and disinfectants
  - or
    - if an alternative disinfectant is used within the institution this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags.

- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### Waste Management

- Waste from any person displaying symptoms of COVID19, or cleaning of areas where persons have been (including disposable cloths and tissues):
  - Should be put in a plastic rubbish bag and tied when full.
  - The plastic bag should then be placed in a second bin bag and tied.
  - It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be put in with the normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. If storage for at least 72 hours is not appropriate, arrange for collection as infectious waste with the waste contractor for managing hazardous waste.

### References

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#contents>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

*Note that as the COVID-19 situation continues to develop, the Ministry of Health will provide updates if any additional precautions are recommended.*

MINISTRY OF  
HEALTH, AGRICULTURE, SPORTS &  
HUMAN SERVICES

GET URGENT INFORMATION  
ABOUT THE CORONAVIRUS!

Are you travelling  
to the TCI; a  
resident going  
overseas; feel you  
may be showing  
symptoms of the  
infection; or just  
need to know?

**Health Emergency Lines:**

+1 (649) 333-0911  
Available 6am - 11pm

+1 (649) 232-9444  
Available 6am - 11pm

Further details can be found at <https://www.gov.tc/moh/coronavirus>