

OAKBANK PRIMARY & NURSERY

Interruption to Service/Contingency Plan

On occasion, while the service is operating, there may be an interruption to normal service.

Contingency planning can help to ensure that in the event of having to deal with an unwell child or member of staff, emergency cleaning, or a change to the activity spaces being used, all staff are aware of what needs to be done, where and when.

Guidance from Health Protection Scotland is followed; the following action should be taken.

Someone with a case of COVID-19 has recently attended your school

If it is an isolated case, then no risk assessment would be required. If there are at least two cases at the one time, advice should be sought from the Health Protection Team.

In the event of a confirmed COVID 19 case staff should isolate the area/areas used by the individual until such time as thorough cleaning (clean 3) has been undertaken by Tayside Contracts or Mitie.

Separate guidance was issued on cleaning levels expected and both Tayside Contracts and Mitie are following government guidance.

Cleaning would cover the immediate area occupied by the individual, such as desk space, activity space or equipment and should include any potentially contaminated high contact areas such as door handles, telephones, grab rail. Once this has been completed, the area can be put back into use.

If an area is not operationally critical, it would be helpful if it could be isolated for a period of 72hrs since the last known contact, to minimise the risk to cleaning staff and to maximise the effectiveness of the cleaning process.

Where it is not operationally possible to leave an area for 72 hours, a clean will be undertaken as soon as possible, however the area will need to be vacated until this is completed and during the cleaning process.

As part of your contingency planning, you should identify and make provision for an alternative access route into school, for any occasion where someone has been confirmed with COVID-19 and the entrance area has been put temporarily out of bounds, while it is being cleaned.

Also as part of your contingency planning, you should identify alternative provision for children and staff who will be unable to use potentially contaminated areas until cleaning has been carried out.

If you have had a confirmed COVID 19 case reported at your establishment please contact Andy Cook at [**ACook@pkc.gov.uk**](mailto:ACook@pkc.gov.uk) to arrange a clean 3 soon as you have been made aware of the case and isolate the any affected areas until such time as the clean has been completed.

You should also ensure that you are familiar with the [Test and Protect \(Test, Trace, Isolate and Support\)](#) strategy and share with staff that they may be contacted if they have been considered as in close contact with the person who has a confirmed case of COVID 19.

Someone becomes unwell with symptoms of COVID-19 while in school.

In preparation, make sure that all staff and children know to inform a member of staff or responsible person if they feel unwell.

If a very young child is affected, it may be that a responsible adult will be required to support them. The member of staff can use a fluid repellent surgical face mask, if they wish.

If the affected person has mild symptoms they should go home as soon as they notice symptoms and follow the guidance on self-isolation. Where possible they should minimise contact with others.

If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. While you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.

If possible and it is safe to do so, move the child/staff member to the MIDDLE DHT office in SLT suite where they can be isolated behind a closed door. Open a window for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. An adult can be given a face mask, to help contain any droplets.

This process should also be followed if a child has to wait for a parent/contact to pick them up.

Separate guidance was issued on cleaning levels expected and both Tayside Contracts and Mitie are following government guidance.

Once a suspected case, as detailed above, has left the school, the immediate area occupied should be cleaned with detergent and disinfectant.

Cleaning would cover the immediate area occupied by the individual, such as desk space, activity space or equipment and should include any potentially contaminated high contact areas such as door handles, telephones, grab rail. Once this has been completed, the area can be put back into use.

Any public areas where a symptomatic individual has only passed through, spent minimal time in, and which are not visibly contaminated by any body fluids, such as corridors do not need to be further decontaminated beyond routine cleaning processes.

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

Ensure all waste items that have been in contact with the individual, such as used tissues and disposable cleaning cloths, are disposed of securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be

stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.

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Actions

1. Identify suitable area in case a child or adult needs to be isolated – Middle DHT Office in SLT Suite

This should preferably be an area with a window, and as close to the entrance as possible. If you can find a room with a window in the door, that help a child feel less isolated. This should not be the first aid room, which may still require to be operational.

2. Identify alternative means of access and egress

The hygiene measures should be the same, so you may wish to leave a hygiene pack nearby as a matter of course. You may have to consider how staff and children will be admitted to the building using the alternative entrance

3. Identify alternative activity areas

The Centres have space to move the groups as necessary, but you should be thinking now of the rooms you would use, and if necessary, ask janitorial services to clear them in advance.

4. Identify additional back up resources that can be used

If an area and equipment is out of bounds, you may be limited in what you can use. You should be thinking now of keeping some resources separate, or place activity packs in the alternative areas identified above.

5. Ensure that all staff and children are made aware of the alternative arrangements, and communicate to parents that there may be an occasion when you have to change access

Children should be aware that they may have to use another area, and this should be communicated in an age appropriate manner.