



# MINTLAW ACADEMY

## Covid-19 Recovery Manual

*(version 1.5, updated 31.07.20)*



*Learning  
together*



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# Aim and overview

The aim of this framework is to:

- Provide clarity of expectation with regard to practical approaches to a safe, phased reopening of schools for all pupils

This guidance has been developed for the Mintlaw Academy community to support a safe, phased reopening. The plan is written in accordance with and reflects the Scottish Government and Aberdeenshire publications. It would therefore be read in conjunction with the following documents:

- <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/>
- <https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>
- Aberdeenshire Local Delivery Phasing plan

Mintlaw Academy's plan recognises and reflects the need for broad national consistency whilst ensuring appropriate local flexibility for education authorities, schools and staff to adopt and adapt approaches that best suit our school community in terms of locality, accessibility and capacity while prioritising the safety of staff, children, young people and their families.

In doing so, the plan reflects the key implementation requirement that the number of pupils and requisite staff within the school allows the required physical distancing to be achieved. Consistent with all Scottish Government guidance, any physical distancing plan will be in place only for as long as is necessary.

Therefore, the return to Mintlaw Academy will follow the key guiding principles set out by and supported by scientific medical advice from the Scottish Government.

- Safe
- Fair and Ethical
- Clear
- Realistic

Within this, the plan will focus on the following key areas:

<b>Health and Safety</b>
<b>Health and Wellbeing</b>
<b>Learning and Teaching</b>
<b>Curriculum</b>
<b>SQA 2020/2021</b>

***Please note: This plan is subject to change at any time to ensure continued adherence to National and Authority Guidelines.***

# Health and Safety

If you are displaying any covid-19 symptoms you should not be attending school, please follow guidance from NHS Inform

## Physical distancing (this is dependent on national and local guidelines)

- Signage and floor markings will be in place to ensure school users are aware

## One-way system

- On return to the building there will be a one-way system in place; this will include the introduction of certain doors becoming entrance doors and certain doors becoming exit doors.
- Although during a fire evacuation you should leave by the nearest fire exit (regardless of any one-way system in place) adopting social distancing.

## Entrance/Exit

- There will be key entry and exit points to the building.
- A queueing system is likely to be in place in order to ensure safe entry to the building.

## Area 1 – Main hexagon building and Extension Block

- Enter via the main social area doors to - access 1<sup>st</sup> Floor Extension, 1<sup>st</sup> & 2<sup>nd</sup> Floor Main Building, Social Area class rooms and rooms on ground floor of the hexagon (Art, HE & Tech).
- Exit 1<sup>st</sup> & 2<sup>nd</sup> Floors of Main building via the stair leading to the main school entrance.
- Exit 1<sup>st</sup> Floor Extension and social area classrooms via the fire exit located at the bottom of the extension stairs.
- Exit the ground floor of hexagon via main foyer door out via pupil doors.

## Area 2 – PE/Drama and B Block

- Enter via the PE/Drama door to – access Drama Studios, Games Halls and B Block. 1<sup>st</sup> Floor B Block should be reached via the stairs at B9 end of corridor.
- Exit from Games Halls and Drama Studios via the corridor through to languages and out via exit doors at end of corridor.
- Exit from 1<sup>st</sup> Floor B Block down stairs leading to B6 and exit via door immediately to left.

## Area 3 – Music

- Pupils should follow route for Area 2 exiting the B Block from the languages exit door and following the courtyard to the side door located adjacent to the management corridor.
- Entry will be via this door directly into music room 2 through to the main music room.
- Exit will be via the main door from Music Room 1, turning right into canteen and then following the exit instruction for Area 2.

Pupils moving between areas must follow the one-way system at all times and no pupil should be doubling back on themselves to gain access to an area. **Please see appendix 1 for further information.**

# Health and Safety

## Breaks and Lunchtime

- The bells will be staggered at breaktime/lunchtime and at the end of the day. At these times pupils will be released as follows
  - 1<sup>st</sup> Bell – S1 & S2
  - 2<sup>nd</sup> Bell – S3 & S4
  - 3<sup>rd</sup> Bell – S5 & S6
- Pupils must maintain 2 metre distancing from staff
- Pupils are to remain on campus all day
- Packed lunches to be brought for the first 2 weeks. Pupils will be able to eat in the seated areas of the canteen and social area, and outside the building. Catering services are introducing an ordering app called Fusion for meals which will be available for use from 24<sup>th</sup> August.
- Pupils will be asked to wipe down individual learning areas at the end of each lesson.
- Hand washing remains key to prevent the spread of the virus, hand sanitiser is available at various points across the campus. Please inform janitorial staff if soap dispensers in toilet areas require refill.
- It is important in order to ensure the safety of pupils and staff that we work together to minimise risks and keep everyone safe.
- Pupils in receipt of Free School Meals will have packed lunches supplied by canteen staff from Wednesday 12 August.
- Staff will supervise outdoor areas, Canteen and Social Area over interval / lunch.
- Entry to the social area will be via the Social Area doors. Exit via the side door directly out of social area to the courtyard area allow one way movement to continue around to the front of the school.
- Entry to the Canteen will be via the staff main entrance doors via the foyer and through to the canteen. Exit should be made along the PE corridor to the exit doors at the very end next to the Katherine Granger Suite.
- Campus outdoor areas / the Canteen / the Social Area will all be utilised for pupils to sit out and eat lunch.

## PPE

- PPE will not be required beyond what would normally be needed, for instance in practical areas. Staff working closely with young people or in one to one situations for over 15 minutes will be expected to wear face coverings.
- Face coverings are not mandatory, but pupils can wear if required. If parents prefer for children to wear face coverings this should be provided for by Parents/Carers and thus their responsibility.

## Cleaning – hand washing/hand sanitiser

- Effective hand hygiene remains the most effective way to deter the spread of Coronavirus.
- Pupils are asked to wash hands at any given opportunity.

- Soap dispensers within toilet areas will be maintained and should this become an issue the Supervisory Janitor should be alerted.
- Hand sanitiser will also be available at various locations around the school and pupils are encouraged to utilise this.
- Pupils should feel able to bring their own hand sanitiser to school should they wish to do so.

### **Toilets**

- Given there is no social distancing now required between pupils there is minimal change to toilet facilities.
- The toilets at the end of the SLT corridor will now be gender neutral facilities, and no longer be separate male and female facilities.

### **Guidance Staff:**

- Any pupil(s) who need to see their Guidance Teacher must email them directly and request for their PTG to arrange to come and see them. In the case of a Pastoral emergency, they should ask their class teacher to call the PTG and alert them of the need. Pupils should not simply be turning up at the guidance office unannounced.

### **B19 Nurture HUB:**

- B19 will operate as usual, however any pupils who “drop in” may be asked to wait in the corridor until the room can be made safe for staff to socially distance from pupils appropriately.
- One to ones with Nurture HUB staff will continue as normal, but in larger rooms or outside in the garden.

### **Information relating to PE**

- All practical PE lessons will be held outdoors, so please ensure you bring appropriate clothing and footwear for outdoors and varied weather. (You may be on the astro, grass or paths in/around Aden)
- The 2 small gyms have been turned in to temporary changing rooms to allow increased distancing for changing.
- Out with practical PE lessons, you will be expected to wear your normal school uniform.
- In cases of extreme weather, non-practical indoor learning will take place, the nature of this will depend on your course/class.

### **Transport/Drop off/pick up**

- School transport will resume a normal service, please ensure that any requests from the driver are followed
- The revised guidance requiring no social distancing for pupils extends to school transport, with the exception of the driver who, as an adult, will be required to observe 2m distancing. It is important that pupils from their return follow instructions of the bus driver / updated information shared in school.
- As detailed in the HT Update, pupils travelling to school on public transport, must observe requirements for distancing / face coverings currently in operation on public transport.
- There is short term amended arrangements for pupil drop off outside the school building

- The pupil drop off zone will be located in the second car park located on the left after the huts. Cars should enter via the one way system and park up next to the newly erected chain barrier where pupils can then use the walkway to join the path leading from MaCBI.

## Health and Safety

### Isolation Accommodation

- Any individual who presents as symptomatic for Covid-19 whilst on site should leave as soon as possible and follow NHS self isolation guidelines.
- An isolation area will be available in B2 that can be used if an individual cannot leave immediately.

### Coronavirus cases occur

- Any individual displaying symptoms, or with a family member displaying symptoms, of Covid-19 must self isolate at home in line with.
- Any individual displaying symptoms should arrange a Covid-19 test via [NHS Inform](#).

### Fire Evacuation

- Pupils should leave with class teachers by nearest Fire exit (regardless of any one-way system in place) .
- Pupils should adopt physical distancing where possible, leaving personal belongings.
- The assembly area remains within the All-Weather Pitch
- Pupils should assemble in the class group they have evacuated from.
- Until instructed otherwise, pupils should stay at assembly point along with class teacher (social distancing) until instructed otherwise.

## Health and Wellbeing

- The safety and wellbeing of all pupils and staff is paramount.
- If you have any concerns regarding your child, please contact the school. Guidance staff regularly liaise with staff to communicate any barriers that pupils are facing, thus supporting the health and wellbeing of the pupils.

# Learning and Teaching

- Bring Your Own Device – TBC.
- Particular faculties have put in place particular measures to maximise safety and, where possible staff will be utilising outdoor areas to deliver learning and teaching.
- Beyond safety, we will be looking as a school staff to ensure we work both to address any anxieties individual youngsters may have around returning and to identify where we need to address any concerns around learning should these exist.
- 

## Curriculum

Post the Firm Minister's Announcement of 30 July, all pupils will return to school from 12 August with no social distancing between pupils.

Pupils will start back in August on their formal timetables which have already been issued to all S2-6 pupils and follow these from their first day back at school. S1 will be issued with their timetables on Monday 17 August.

In order to best support a safe and orderly return to the building for all, pupils will be phased in over the first few days as follows:

- S3 will start back on Wednesday 12<sup>th</sup> August
- S4-6 will start back on Thursday 13<sup>th</sup> August, joining S3
- S2 will start back on Friday 14<sup>th</sup> August, joining S3-6
- S1 will start on Monday 17<sup>th</sup> August

The above arrangement will hopefully ensure we are able to effect a safe and managed return to school for all our pupils, and are well placed to welcome our new S1 youngsters on Monday 17<sup>th</sup> August.

### NESCOL School Link Courses

- Pupils who successfully secured a place on a Friday school link course received a college letter last term with details of changes to courses in light of Covid 19. At the moment there is no further update to this so the plan is that courses will officially start online from the week commencing 7<sup>th</sup> September. You will not attend college at Fraserburgh until 30<sup>th</sup> October. In the meantime you should follow your timetable and attend school on Fridays. Arrangements will be put in place Friday period 1/2 for you to work on online college work – information will be posted on the TEAM.
- If you would like to change your college option to a school course then please email your Guidance teacher and Mrs Noble.

### NESCOL School Link Courses and Foundation Apprenticeships

- Pupils who successfully secured a place on a Friday school link course received a college letter last term with details of changes to courses in light of Covid 19. At the moment there is no further update to this so the plan is that courses will officially start online from week

commencing 7 September. You will not attend college at Fraserburgh until 30<sup>th</sup> October. In the meantime you should follow your timetable and attend school on Fridays. Arrangements will be put in place Friday period 1/2 for you to work on online college work – information will be posted on the TEAM.

- If you would like to change your college option to a school course then please email your Guidance teacher and Mrs Noble.

## Wider Achievement

- Wider Achievement options have been added to your timetable. Usually at the S5/6 Induction in June we ask you to update your choices as there has usually be a few changes to options. We plan to get you to reselect Wider Achievement at some point over this next 2-3 weeks. More information will follow.
- In the meantime you must attend the Wider Achievement class allocated on your timetable with the Wider Achievement member of staff. Most Wider Achievement options will not officially start for 2-3 weeks. The time in this class will be given over to study/catch up.

However, should there be a resurgence of the virus and the need for revised local measures, we have a planned option which involves a Blended Learning package which youngsters will follow – please see PLAN B below.

Plan B: . ***Please see appendix 2 for further information***

## SQA

Estimates ***please see appendix 3 for further information***

At every point in this process, staff have been aware of the responsibility they have to pupils as individuals, and as part of the whole cohort of pupils, and have been mindful of SQA's stated aim that no pupil should be disadvantaged because of the changes forced on schools by the Coronavirus pandemic.

Post Result Certification ***please see appendix 4 for further information***

- SQA has intimated that Results will be sent out to pupils on 4<sup>th</sup> August and that following this, it will offer a Post Certification Review Process – an appeals mechanism.
- If a parent has a concern about a grade awarded, the concern should be discussed with the school. The school will be able to advise whether or not a request would meet the SQA's criteria. Final decisions about whether a request should be made will, therefore, be taken by each school.
- On the 4<sup>th</sup> August, 2020, Mrs Whitehead (SQA Co-ordinator) will be in school from 9.30-2.30. If you have a query regarding your child's exam results, please contact Mrs Whitehead using one of the communication methods below:
  - Telephone the school on 01771 676670

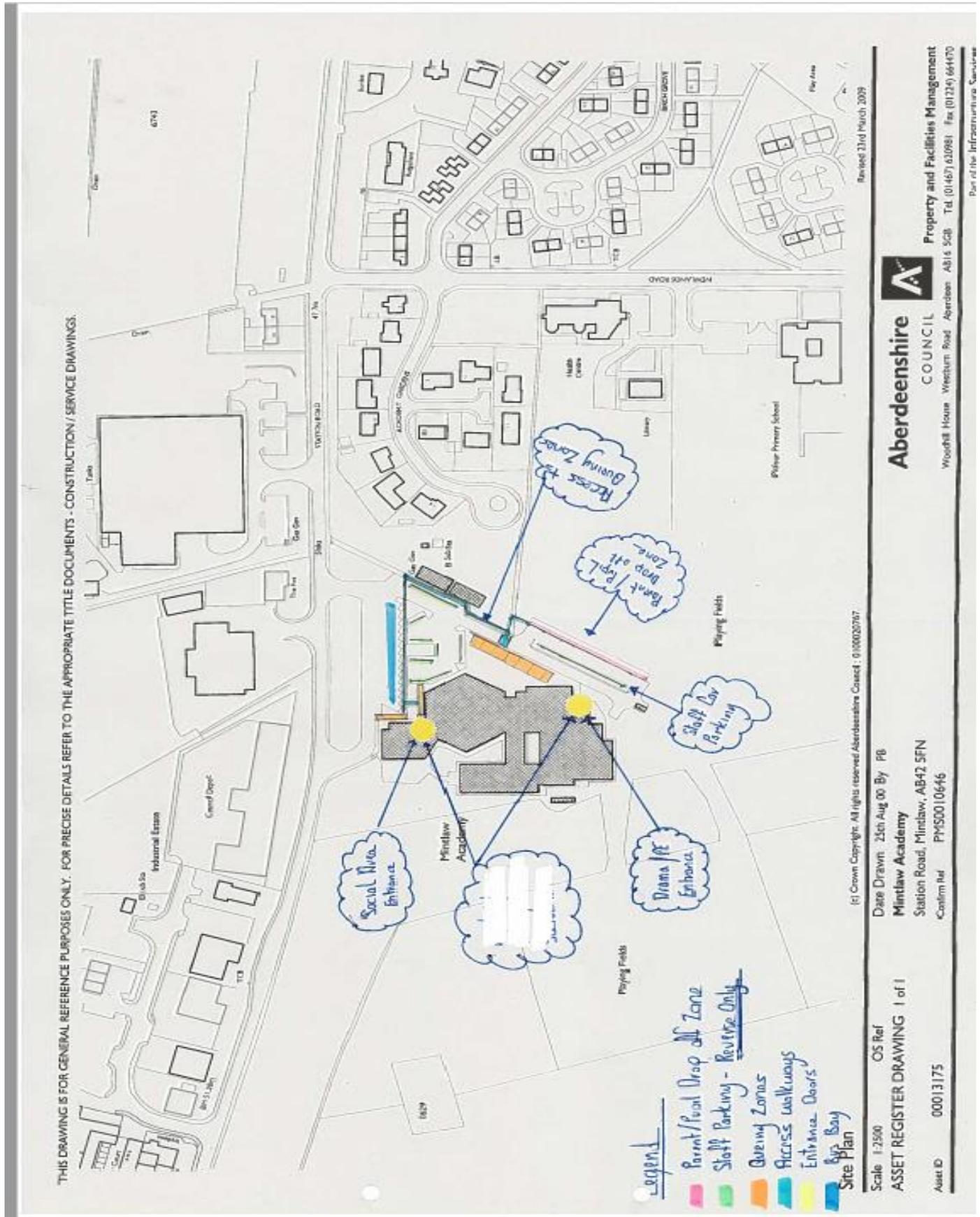
- Email [mintlawacsqa2020@aberdeenshire.gov.uk](mailto:mintlawacsqa2020@aberdeenshire.gov.uk)
- Or complete the following form to request a call back from me:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=BpPZ\\_i1NCUSVndDttzBKCxNt5oWX2alOiYWzxlOtq7NUNk5OTUJLVFBNTzZXWTZJQkhLUjYzNlpSRS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=BpPZ_i1NCUSVndDttzBKCxNt5oWX2alOiYWzxlOtq7NUNk5OTUJLVFBNTzZXWTZJQkhLUjYzNlpSRS4u)

## SQA

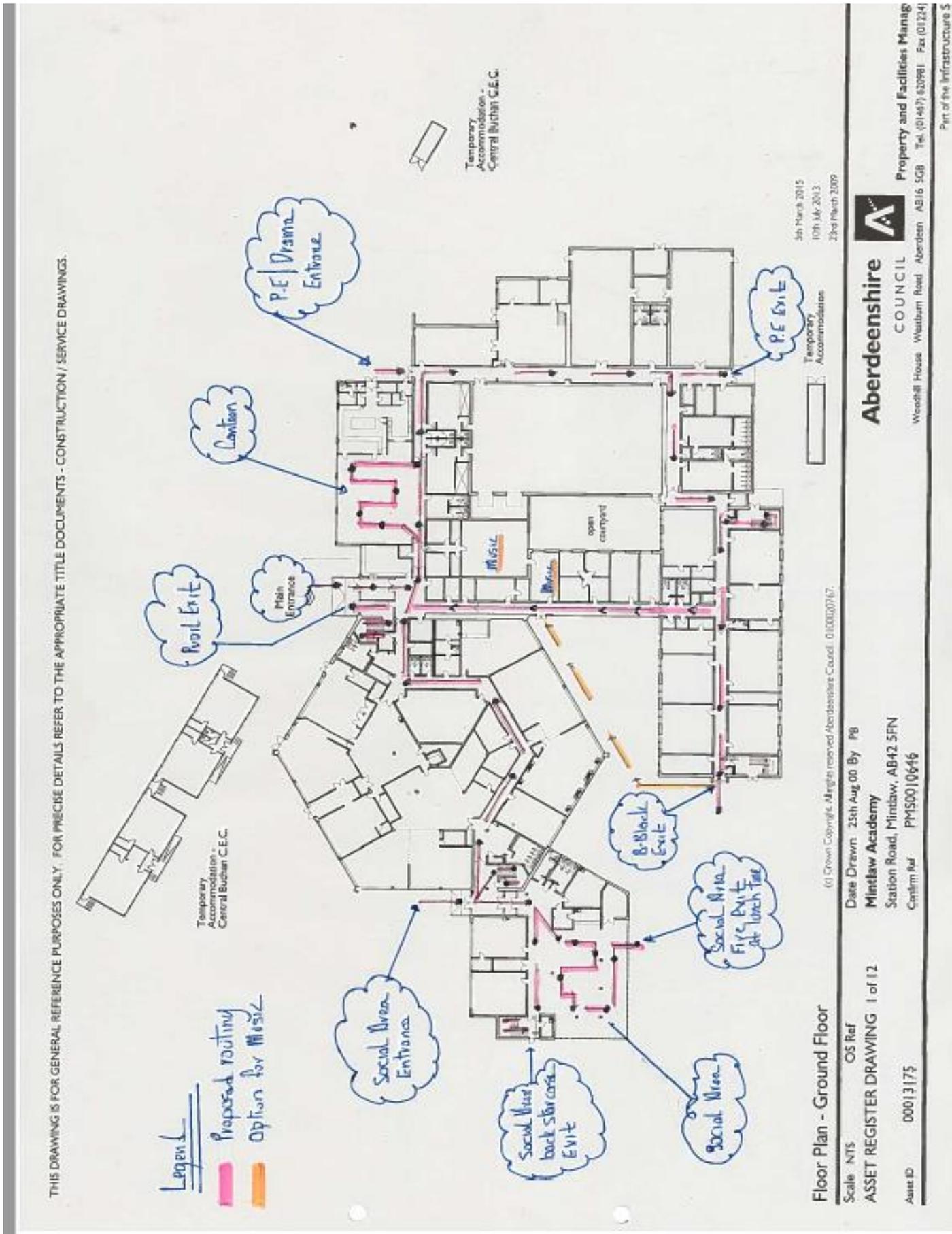
- At this point, we do not know what SQA Examinations will look like in session 2020/2021. but clearly planning is at a relatively early stage for this nationally.
- Staff will continue to use all course work completed from May, until pupils complete the course, as evidence to support final grade estimates as and when required.
- As this is an evolving picture, you will be notified of any updates on SQA courses/exams as soon as the information is released.

DRAFT

# Appendix 1 – School map

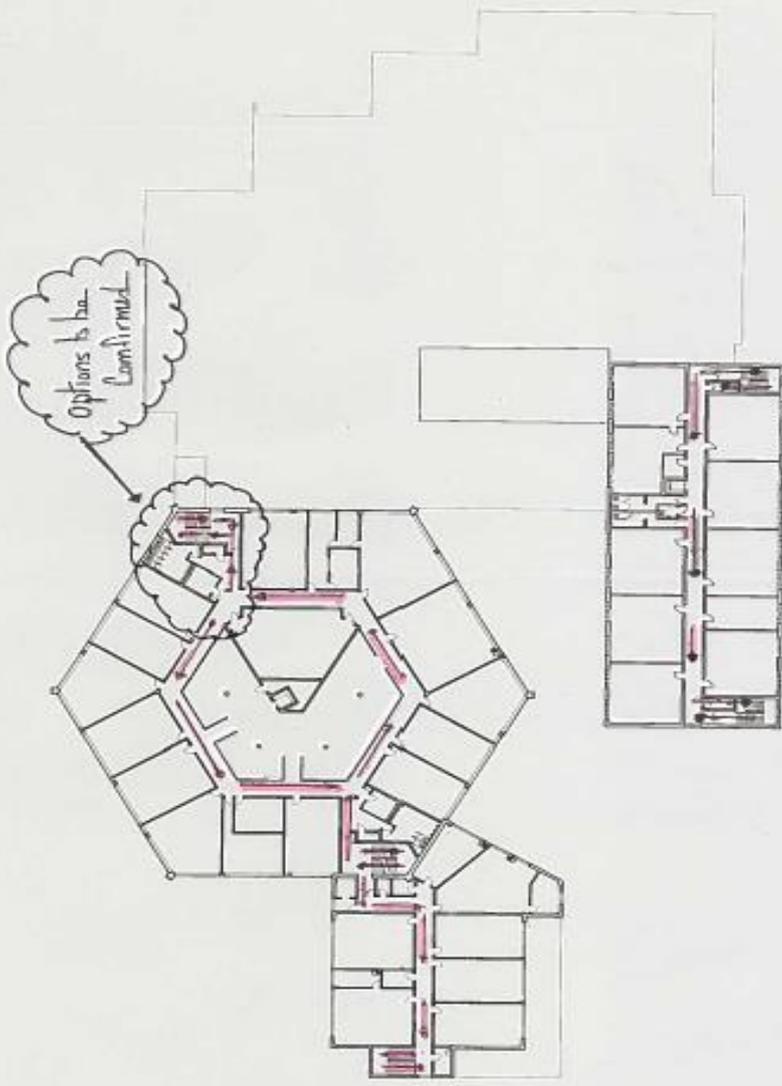


# Appendix 1 – School map



# Appendix 1 – School map

THIS DRAWING IS FOR GENERAL REFERENCE PURPOSES ONLY. FOR PRECISE DETAILS REFER TO THE APPROPRIATE TITLE DOCUMENTS - CONSTRUCTION / SERVICE DRAWINGS.



26/ March 2015  
 25th July 2013  
 23rd March 2009

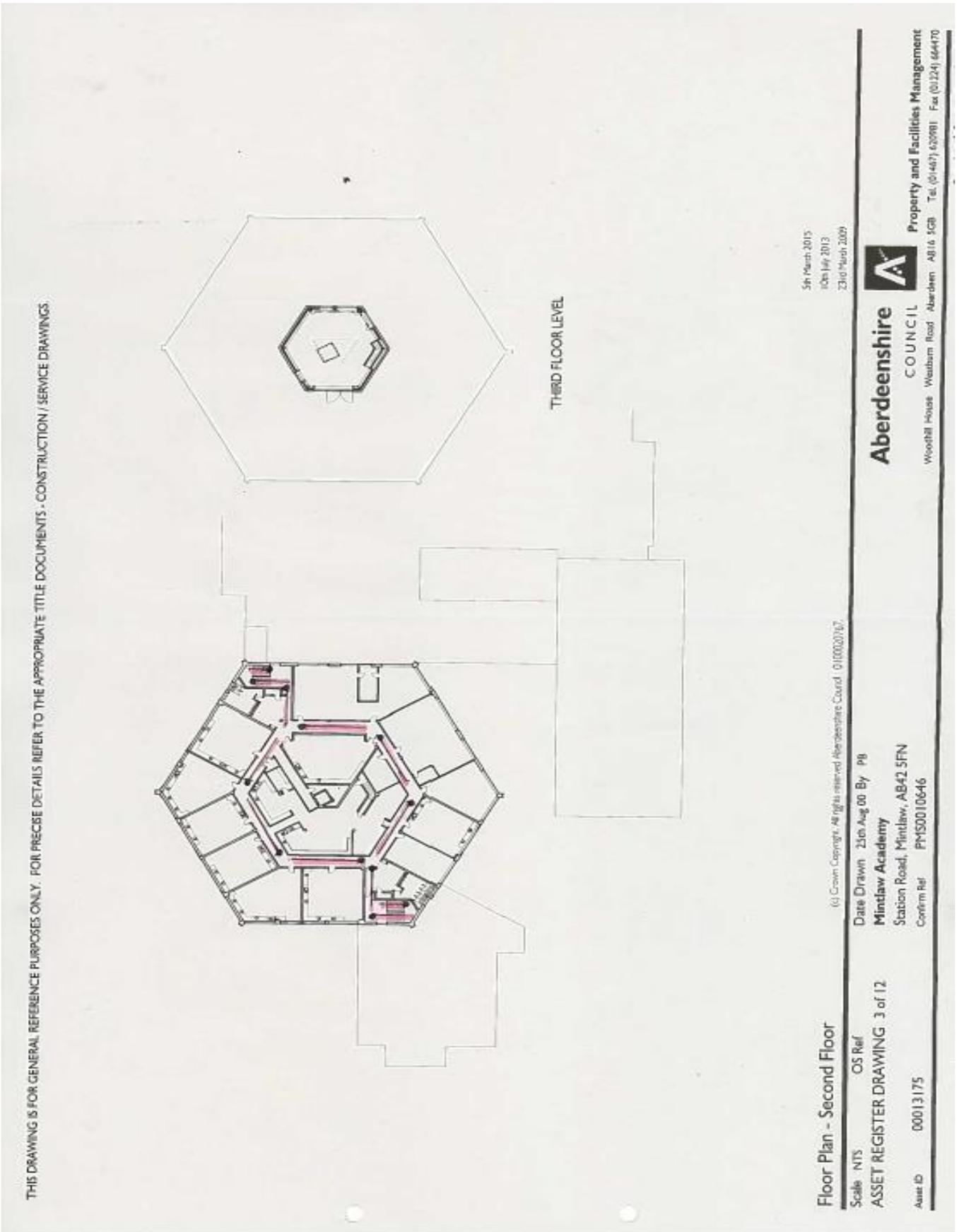
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**Floor Plan - First Floor**  
 Scale: NTS OS Ref  
**ASSET REGISTER DRAWING 2 of 12**  
 Date Drawn: 25th Aug 00 By: PB  
**Mintlaw Academy**  
 Station Road, Mintlaw, AB42 5FN  
 Cont'n Ref: PMS0010646

**Aberdeenshire**  
 COUNCIL

Property and Facilities Management  
 Woodhill House, Weirburn Road, Aberdeen AB16 5GB  
 Tel: (01467) 620981 Fax: (01224) 664670  
 Part of the Infrastructure Services

# Appendix 1 – School map



## Appendix 2 – PLAN B Curricular Plan

### Week 1

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
S1	S1	S1			
S2	S2	S2			
S3			S3		
S4-6				S4-6	S4-6

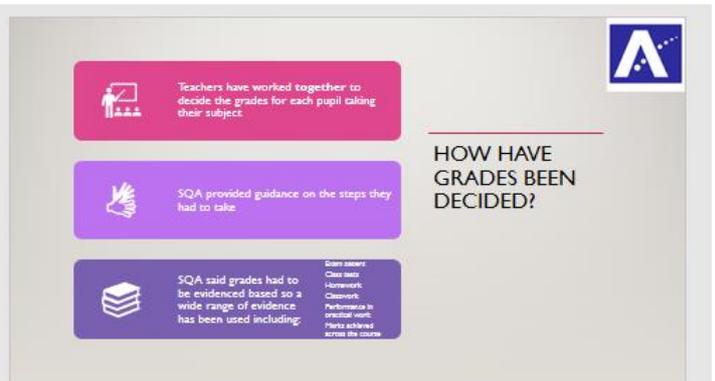
### Week 2

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
S1	S1				
S2	S2				
S3		S3	S3		
S4-6				S4-6	S4-6

# Appendix 3



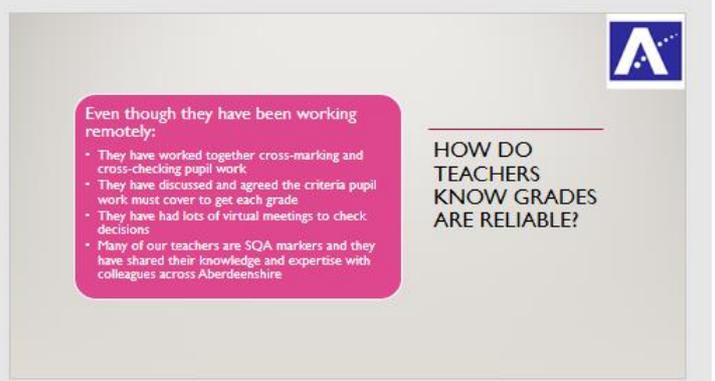
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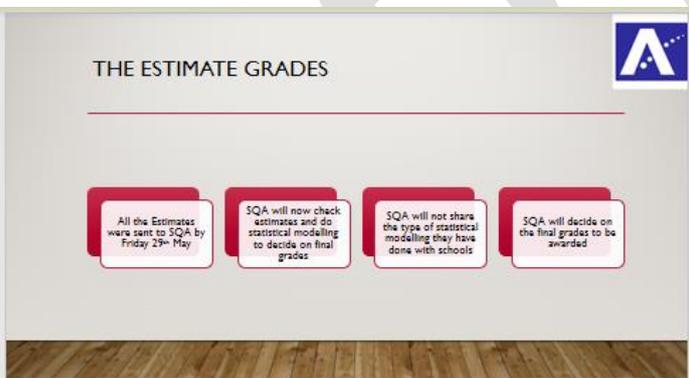
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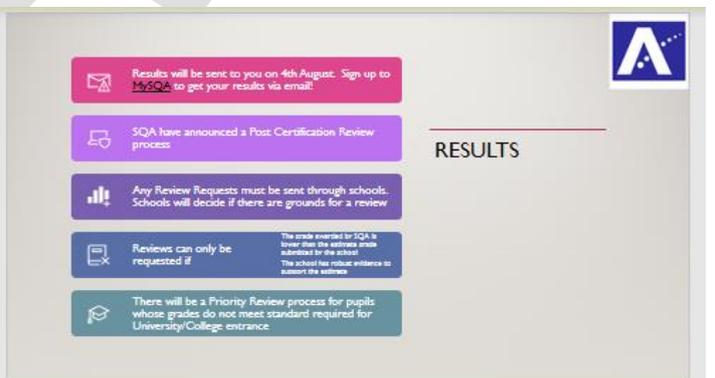
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4



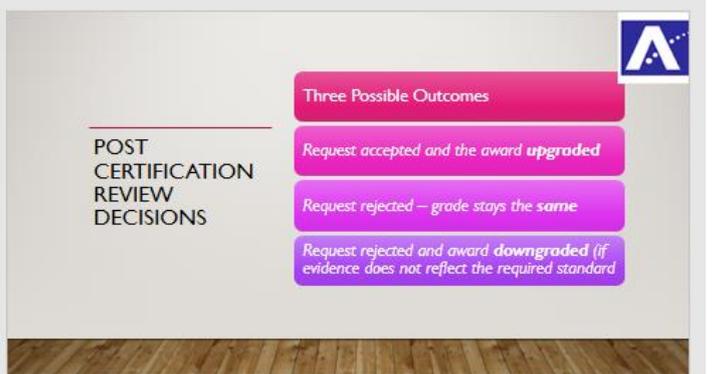
5



6



7



8

# Appendix 4



Our Ref LF/CR  
Your Ref

Please ask for Caran Richardson  
Direct Dial 01467 533305  
Email [caran.richardson@aberdeenshire.gov.uk](mailto:caran.richardson@aberdeenshire.gov.uk)

Laurence Findlay  
Education & Children's Services  
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22 June 2020

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S4/S5/S6 Parent/Carer

Dear Parent/Carer

## SQA

Because of the Coronavirus pandemic, SQA has changed the way that pupil grades at National 5, Higher and Advanced Higher will be decided this session. This has involved teachers in our schools working together to ensure estimate grades were submitted by the deadline of 29<sup>th</sup> May 2020.

In deciding the estimate grades for each pupil, schools have followed SQA's Guidance on Estimates, published on 20 April. This Guidance put an emphasis on the importance of **evidence** in coming to decisions, and considerable work has been done within and across schools to come to agreement about the range of evidence teachers could use on which to base their grades. Evidence has included work pupils have done under test or exam conditions, classwork and homework assignments, pupil performance in the type of practical tasks which are covered in courses, and intelligence gathered from information about pupils' prior attainment. Teachers' own knowledge of how well pupils were progressing before schools had to close has also influenced decisions.

The task of creating estimates was not left to individual teachers to do alone. Teachers have worked with subject and faculty colleagues to look at the evidence available: moderation of teacher marking is a standard feature of quality assurance in all our schools and ensures that standards are applied as consistently and fairly as possible from teacher to teacher as well as helping to eliminate any implicit bias; and the ranking process demanded by SQA has involved discussion amongst teachers in all subject teams. Senior Leadership Teams have also been fully involved in this process, and they had the responsibility for signing off grades before final submission to SQA. At every point in this process, staff have been aware of the responsibility they have to pupils as individuals, and as part of the whole cohort of pupils, and have been mindful of SQA's stated aim that no pupil should be disadvantaged because of the changes forced on schools by the Coronavirus pandemic. At the same time, however, everyone is conscious that SQA will make the final decisions about the grades awarded, a process which is likely to involve a degree of statistical modelling over which schools have no control.



As well as submitting estimates for National 5, Higher and Advanced Higher students, teachers have also entered unit results for pupils who have been studying units at National 2- 4 levels, and for those who have been studying for other SQA Awards including Skills for Work and National Progression Awards. Again, the advice from SQA was that where units had not been completed prior to schools closing, decisions about whether or not a pupil should be awarded passes in units was to be based on a range of evidence and so the process followed has been very similar to that used to decide estimates.

SQA has intimated that Results will be sent out to pupils on 4<sup>th</sup> August and that following this, it will offer a Post Certification Review Process – an appeals mechanism. This will have 2 stages. Stage 1, with a closing date of 14<sup>th</sup> August, will be for Priority Reviews required for pupils whose grades fall short of what is required for entrance to college or university courses. Stage 2, with a closing date of 21<sup>st</sup> August, will be for the remainder of Post Certification Review requests. Requests can only be made by schools.

The criteria which need to be met before schools can submit a request for a review have been made clear by SQA:

- The grade awarded by SQA must be **below** the estimated grade submitted by the school
- There must be assessment evidence available to support the estimate grade submitted by the school.

When a request for a review is submitted to SQA, the evidence on which the decision has been made has to be sent to SQA and this will be considered by senior subject specialist examiners. SQA may then make one of three decisions:

- It may accept the request and **upgrade** the award
- It may reject the request and **confirm the original grade** awarded by SQA will stand
- It may reject the request and **give a lower grade** if it feels the evidence supplied does not reflect the required standard for the original grade awarded.

If a parent has a concern about a grade awarded, the concern should be discussed with the school. The school will be able to advise whether or not a request would meet the SQA's criteria. Final decisions about whether a request should be made will, therefore, be taken by each school.

The last few months have been testing for everyone, but teachers have been united in their desire to do the very best they could for the learners they work with, and this will continue as we move forward into a new school year.

Yours sincerely,

Laurence Findlay  
Director of Education & Children's Services

# Appendix 5



## COVID-19 SECTOR ADVICE CARD

Designed for managers and employees to guide action to prevent the spread of COVID-19; to support workplace communications and training; and take action in the event of an outbreak

Last updated: 06 August 2020

### SECTOR - SCHOOLS

This card applies to all primary schools, secondary schools, special schools and alternative provisions settings including those which are independent, residential or grant aided. For nursery classes co-located with primary school, the separate guidance for ELC applies.

Scottish Government Coronavirus (COVID-19): [Guidance on preparing for the start of the new school term in August 2020](#) should be followed at all times to reduce the risk of contracting COVID-19. It should be used to support, not replace, discussion with your NHS Board Health Protection Team.

#### Additional information (Click on the relevant link below)

[Scottish Government Coronavirus \(COVID-19\): framework for decision making](#)

[Health Protection Scotland COVID-19 workforce education information and resources](#)

[Scottish Government guidance for residential children's houses, residential schools and secure care facilities on staffing, social distancing and self-isolation](#)

[Health Protection Scotland information and guidance for social or community care and residential facilities](#), including a control measure tool for the control of incidents and outbreaks  
[incident or outbreak control tool for social or community care or residential settings - Health Protection Scotland advice for social or community care and residential settings staff](#)  
[Care Inspectorate coronavirus information](#)

[Health and Safety Executive coronavirus information](#)

[UK Boarding Schools Association COVID-19 guidance](#)

[Scottish Council of Independent Schools](#)

[Independent Schools Council](#)

[National Transport Guidance portal](#)

[Outdoor Learning Directory](#)

[Scottish Advisory Panel on Outdoor Education](#)

[Assist FM Catering guidance](#)

[Assist FM Cleaning guidance](#)

[Health Protection Scotland non-healthcare setting guidance](#)

## Prevent the spread of COVID-19 - SCHOOLS

The wellbeing of all children, young people and staff should be the central focus. There are important actions that everyone can take to prevent the spread of the virus.

Everyone who:

- has the symptoms of coronavirus (COVID-19) - a new persistent cough, fever, or a loss of sense of smell and /or taste – should stay at home and arrange for [coronavirus testing](#);
- is living with someone who has coronavirus symptoms should stay at home and follow the [relevant advice](#);
- has returned ( or come) to Scotland from a country which is not exempt from the UK quarantine rules, should stay at home following the [relevant guidance](#).

Everyone should frequently wash their hands for 20 seconds and dry them thoroughly or use hand sanitiser - always when entering the building, before/after eating and after using the toilet – and use a tissue or elbow to cough or sneeze into, dispose of tissue waste immediately and wash hands after.

There should be an **enhanced cleaning regime** including regular (at least twice daily) cleaning of commonly touched surfaces. Remove any hard to clean resources from the environment

Wherever it is safe, doors and windows should be kept open to increase **natural ventilation**

Whilst 2m distancing is not required between children or young people, schools should **encourage distancing** where possible particularly in the senior phase. Mitigations such as using all available space should be considered.

Efforts should be made to keep children and young people within the **same groups** as far as possible throughout the school day. Avoid assemblies and other types of large group gatherings.

**Two metre physical distancing between adults**, and between adults and children should be maintained. Where adults cannot keep 2m distance and are interacting face-to-face for a period of 15 minutes or more, they should wear face coverings. The number of people in **staff rooms** at any one time should be limited.

**Movement between schools** should be kept to a minimum. Parents/carers should not enter school buildings unless required.

**Personal Protective Equipment:** if someone becomes unwell with symptoms of COVID-19 and needs direct personal care gloves, aprons and a fluid-resistant surgical mask should be worn.. Gloves and aprons should continue to be used when providing intimate care to a child.

Anyone wishing to wear a **face covering** is allowed to do so.

Schools should follow the [guidance on attendance for children, young people and staff](#) who have **health conditions** or are pregnant, or who live with individuals who have health conditions or are pregnant.

## Workplace Communications – SCHOOLS

**All pupils, parents or guardians and staff should be aware that the following should be addressed to produce a COVID-safe working environment.**

- Consult with **staff**, including trades unions, to ensure **policies and procedures** include COVID-19 risk assessment and mitigations.
- Identify and support those who **should not attend** (e.g. as shielding or other health issues).
- Continue **work from home** policies and provide necessary support to those who can.
- Ensure all **staff are aware of their responsibility** to control the spread of COVID-19 in their workplace.
- Ensure **pupils and staff have access to suitable learning opportunities** in effective hand washing technique, cough etiquette and use of personal protective equipment (PPE).
- Ensure **managers and staff understand their obligations** with respect to [Scotland's Test and Protect Strategy](#). That staff are clear how to access testing.
- Ensure **pupils and staff do not congregate** in communal areas such as canteens, arrival and entry areas, staff rooms, wash areas/hygiene stations and corridors.
- Put in place **training** which will ensure that all employees understand the requirements for control measures including physical distancing and measures to monitor adherence by all staff.
- Ensure **all pupils and staff are clear** that those who have symptoms or are diagnosed with COVID-19 and their household/other contacts do not attend work and follow advice on self/household isolation.
- Ensure **all staff are clear** that if they become unwell whilst at work they should return home and seek testing.
- Ensure **that staff are clear** on what is expected of them should a pupil or work colleague become unwell on site.

## Actions in the event of a suspected outbreak - SCHOOLS

### Immediate action

If there is **any** suspicion that there may be a cluster of cases in your school, the most important thing you can do is to contact your local NHS Board Health Protection Team (HPT) promptly.

Do not spend time trying to work out what you should do yourself. Your HPT will be happy to advise you on what to do.

It is very important that the expert HPT be advised as early as possible of a possible problem so they can assess the situation and offer you advice.

### When should I suspect an outbreak?

An outbreak should be SUSPECTED if there are:

- two or more confirmed cases of COVID-19 in the setting within 14 days  
or
- Increase in background rate of absence due to suspected or confirmed cases of COVID-19

A suspected outbreak should be reported to the local HPT who will undertake a public health risk assessment to determine whether there is an outbreak.

Note that schools with increased rates of respiratory illness should also be alert to the possibility that this could be due to COVID-19 and contact their local HPT for further advice.

### How do I contact the local HPT if I suspect an outbreak?

- **Immediately** inform your local NHS board HPT, using the local contact details found [here](#)  
Office Hours: 01224 558 520 / Out of Hours 0345 456 6000
- Ensure the school has a nominated point of contact (COVID lead) to liaise with the Health Protection Team

### What else should I do if I suspect an outbreak?

- Continue to follow the measures to prevent the spread of COVID-19.
- Your local Health Protection Team will conduct a rapid investigation and undertake a risk assessment. You will need to work with them to do this. The HPT will advise on the most appropriate actions to take.
- Depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to manage the situation.
- The IMT will lead the Public Health response and investigations, and will work with you to put appropriate interventions in place and advise/support communication processes

### What interventions might be put in place if there is an outbreak in the school?

Your Health Protection Team or Incident Management Team will work with you to identify the appropriate measures. The first step is to review implementation of core standard preventive measures and to ensure that they are in place and effective.

### What else may I need to do?

The Health Protection Team or Incident Management Team will declare when the outbreak is over.