

Dunclug Primary School



COVID-19 PROTOCOL FOR EXTERNAL SUPPORT AGENCIES

COMPILED: SEPTEMBER 2020

In line with guidance from the Department of Education (NI) and the Public Health Agency, and to minimise the risk of transmission of coronavirus in Dunclug Primary School, we require that all external agency support staff visiting our school strictly adhere to the following guidance:

External agency staff **must not** come onto the school site if they present with any COVID-related symptoms. The most common COVID-19 symptoms are:

- A new, continuous cough
- A high temperature/fever
- Anosmia (a loss or change in your normal sense of smell; this can also affect your sense of taste)

External agency support staff **must not** come into school if they have been in close contact with a confirmed case of COVID-19.

Similarly, external agency support staff must not come into school if they are returning from any of the countries listed on the NI Direct website and have not followed quarantine procedures of 14 days in self-isolation.

External agency should also follow guidance issued by their agency with regard to COVID-19 protocols.

SECTION A:

Guidance Common to All Visitors to Dunclug Primary School:

- Visitors are encouraged to engage with the NHS Test and Trace programme.
- Visitors will only be admitted into the school buildings with a pre-arranged appointment/teaching timetable.
- Access to the school buildings is by the front door only.
- Visitors must immediately use the hand sanitiser provided in the school entrance foyer.
- Visitors must wear a face covering (visor, mask or combination of the two).
- Visitors must not bring any unnecessary items into school.
- Visitors should inform the school secretary of their arrival and report to the school office upon entering the building.
- The school secretary will sign visitors into the school by asking for their name, logging the time they have arrived and who they are here to visit.
- Visitors are required to let the school secretary know when they are leaving the building.
- Our staff members will not offer a handshake as a greeting – please do not be offended by this.
- Visitors must maintain a social distance of 2m from all staff and pupils when on the Dunclug Primary/College school campus (this includes when seated).
- Visitors must adhere to the one-way system around school.
- Visitors remaining in school for more than one hour must wash their hands regularly and apply hand sanitiser positioned around the school.
- Visitors must follow appropriate respiratory hygiene (coughing or sneezing into their elbow, disposing of tissues in bins around the school).
- If closer contact is required, PPE should be worn (e.g. specialists, therapists and other support staff for pupils with SEN). Face visors, masks, aprons and gloves are available, please ask our secretary or your staff contact in school.
- Visitors should try to refrain from touching surfaces during their visit.
- Visitors who become symptomatic on site will be sent home.

SECTION B:

Guidance Specific to External Agency Support Staff and Teachers attending Dunclug Primary School.

- External Agency Support Staff/Teachers should collect their pupil by going to the door of classroom and requesting the pupil/pupils' release.
- External Agency Support Staff/Teachers should not enter classrooms.
- Groups of pupils being taken for support MUST be from the same classroom bubble. Children from individual bubbles must not be mixed at any time.
- Pupils must bring their own school issued pencil pouch for use during support lessons.
- Pupils must sanitise their hands on arrival in the support classroom.
- External Agency Support Staff/Teachers must maintain a 2m social distance from their pupil at all times.
- No homeworks/resources should be sent home with pupils until further notice.
- Once lesson/support session has finished, support teacher must sanitise the pupil's pencil pouch and the teaching area including chairs and table used. Resources will be provided for this.
- Support teacher must accompany the pupil back to their classroom using the one-way system at all times.
- Consideration should be given to the support teacher's timetable with relation to these COVID-19 protocols. Time needs to be protected between pupil lessons for sanitising and return/collection of pupils from classroom bubbles.

Anyone visiting school but not following the safety measures in place may be asked to leave the premises. Any concerns regarding anyone not adhering to this policy should be notified to the Principal at the earliest opportunity.