**Prince Regent Street Trust**Hartburn Primary School

**Risk Assessment: For the Wider Opening of School**

**November 2020**

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| Persons at Risk | **Pupils** 🗸 | **Employees** 🗸 | **Visitors** 🗸 | **Contractors** 🗸 |
| HAZARDS | * Social distancing measures are not followed * Social distancing measures not followed during travel to and from school * Inadequate cleaning * Resources are shared between pupils and staff * Staffing and spread of coronavirus to staff, children and families, visitors and contractors * Site user becoming unwell * Site user developing symptoms * Inadequate hand washing/personal hygiene * Inadequate personal protection and PPE * Visitors, contractors and spread of coronavirus * Inadequate ventilation * Fire and intruder alarms and emergencies, including lockdown * School activities | | | |

Schools will follow government advice and act accordingly.

Outbreak management

If two or more cases are confirmed within the school, within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. Public Health England (PHE) will continue to advise on the steps that should be taken, and in some cases larger groups of pupils may need to be sent home. If schools are implementing infection protection controls from the next section and addressing the risks they have identified, whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of PHE.

Schools should consider their contingency plans to respond to these types of situations and enable remote education to continue where appropriate.

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| Social Distancing Measures Not Followed | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| For pre-school children in Early Years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to | [Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) | 🗸 |  |  |
| Parents and children are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. | Any missed times may have to wait until all of the children are in | 🗸 |  | Information included in the parental letter |
| EYFS start at 8:30 Gate to be locked in between. Finish 3:15pm  Y1-Y6 start 8:40-9:00am  Class teachers to escort the pupils onto the yard and stay with them until they are collected. | Refer to DfE Guidance Coronavirus | 🗸 |  | 20 minute drop off window  Any pupil that is late reports to the main office after 9am.  Year 1 now collected earlier at 3:20pm due to people traffic on the narrow part of the playground when parents are receiving their children. See last letter sent to parents/carers 30.9.20.  Messages will not be taken by a member of staff on the door, parents must email or ring the office. |
| Children organised into year group Bubbles as follows: Nursery, Reception, Y1, Y2, Y3, Y4, Y5, Y6 |  | Pupils are not required to socially distance, but staff must remain 2m where possible.  Staff redeployed to facilitate year group Bubbles. See last letter to parents/carers 23.10.20. |
| Primary School classes will organise desks to be forward facing and spaced as far apart as possible. |  | First Aiders will need to wear full PPE when tending to a child. |
| The number of children who use the cloakroom facilities at any one time are limited to ensure they do not become crowded. | Teaching Assistant in charge of a pair of Bubbles to supervise | 🗸 |  | Toilet passes in operation. |
| Social Distancing Measures Not Followed - continued | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Children use the same classrooms or area of a setting throughout the day, where possible. | Class lists  Deployment of staff | 🗸 |  | Lunchtime: EYFS and KS1 Bubbles use the lunch hall and KS2 Bubbles use the main hall. Furniture is sanitised between Bubble sittings.  Doors, toilet cubicles and skinks labelled for each Bubble (colour coded). |
| Children, and staff where possible, will only mix within consistent Bubble. Groups to be kept apart. | No large gatherings or assemblies. | 🗸 |  | Assemblies are conducted via Zoom and accessed in the classroom. |
| Children are in the same Bubble each day. |  | 🗸 |  |  |
| Staff positioning within classroom – reminders given to staff regarding social distancing good practice. Staff discouraged from any unnecessary physical contact with children/staff within own Bubble. |  | 🗸 |  | Addressed in whole school Staff Meeting via Zoom. Documentation, including RA is available to all staff.  Reminders given in weekly briefing and via email. |
| Staff and pupils reminded that they must not touch their faces, eyes, nose etc. |  | 🗸 |  | Information shared in staff briefing and within the parental letter. |
| Consideration given to which lessons or classroom activities could take place outdoors. |  | 🗸 |  | Phase leaders to oversee what is and what is not possible, SLT will be informed of plans.  PE leaders attended Stockton Schools Partnership training and disseminated this to all staff (guidance regarding PE equipment emailed to staff 15.9.20). |

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| Social Distancing Measures Not Followed - continued | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| The timetable and selection of classrooms or other learning environments has been used to reduce movement around the school or building | Bubble Timetables | 🗸 |  | Any shared furniture or equipment is sanitised between use. |
| The number of children who use the toilet facilities at any one time are limited to ensure they do not become crowded |  | 🗸 |  | Bubble toilets allocated to prevent cross-contamination.  Toilet passes. |
| Break times are staggered so that all children are not moving around the school at the same time | Break Time Rota | 🗸 |  | Each Bubble has their own designated area to exercise in.  Outdoor area partitioned into smaller year group Bubble zones.  Further staggered morning and afternoon breaks. |
| Lunch breaks are staggered | Children will wash their hands before and after eating. | 🗸 |  | Lunches start at 11:30am and finish at 1:15pm, to ensure Bubbles don't mix and allow cleaning between sittings. Hot meals will be served in the dining hall and the main hall and packed lunches will be eaten in hall areas (timetable shared with staff 25.9.20). |
| Shared areas such as halls, dining areas and internal and external sports areas are used for lunch and exercise. |  | 🗸 |  | Playground zones in operation to separate each Bubble. |
| Consideration given to one-way circulation |  | 🗸 |  | Due to building constraints, an internal one way system is not possible. However, all school users will ‘keep to the left’. Markers on the floor will indicate those who need reminders/prompts. |
| Social Distancing Measures Not Followed - continued | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Consideration given to children that may need additional support to follow these measures |  | 🗸 |  | Routes around school will be marked using meaningful symbols, and social stories shared to support children understand will be delivered. |
| Drop-off and collection times staggered |  | 🗸 |  | Parents have been regularly informed of specific times and position for entry and exit and this has been continually reviewed. Last letter to parents/carers on 23.10.20. |
| Parents told that if their children need to be accompanied to the school, only one parent should attend | Siblings should not accompany the parent during dropping off/ pick up If they do, they must follow guidelines | 🗸 |  | Information included in the parental letter. |
| External one way system operating on morning drop off and evening pickups. | This is strictly adhered to and monitored by staff | 🗸 |  | Included in parental letter and messages. Signage on site. |
| Parents’ drop-off and pick-up protocols planned to minimise adult to adult contact.  Parents and carers are encouraged to wear face coverings on site. | Social distancing reminders to be exhibited | 🗸 |  | Designated areas around the school are allocated for the safety of all other school users.  Signs around school and messages. |
| It is made clear to parents that they cannot gather at gates or doors, or enter the site | Site Manager & SLT to supervise | 🗸 |  | Information included in the parental letter |
| External entrances to classrooms are used where practical | For example Y2 classrooms | 🗸 |  |  |
| Multiple Bubbles do not use play equipment simultaneously a break times. |  | 🗸 |  | Further play equipment for increased number of Bubbles purchased. |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained |  | 🗸 |  | Addressed in Staff Meeting via Zoom.  Staff are invited to use other areas in school for their breaks to enable social distancing (See Staff Handbook 2020).  Furniture ‘taped off’ and removed to further improve social distancing. |

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| Social distancing measures not followed during travel to and from school | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Parents and children encouraged to walk or cycle to school where possible. |  | 🗸 |  | Signage, communicated to parents via social media, emails, letters and signage. |
| Schools, parents and children following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required | [coronavirus (covid-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | 🗸 |  |  |

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| Inadequate cleaning | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this |  | 🗸 |  | Site manager to meet with cleaning staff to inform, instruct on new proposals and requirements. |
| Disposable tissues are available in each room for both staff and children use |  | 🗸 |  | Children to have access to disposable tissues. |
| Surfaces that children are touching are cleaned more regularly than normal or stored. |  | 🗸 |  | Cleaning equipment in each Bubble and staff will clean regularly during the day |
| Bins for tissues and other rubbish are emptied throughout the day |  | 🗸 |  | Lidded pedal bins in place in all classrooms, designated for soiled tissues. (See Hand Washing section below) |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Regularly checked and additional supplies requested as necessary. |  | 🗸 |  | Stock level of supplies to be checked with Site Supervisor and Senior Administrator. |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between Bubbles of children using it |  | 🗸 |  | Equipment available in each Bubble. Equipment sanitised between sessions when required. |
| Consideration given to outdoor play equipment. Extra cleaning carried out where necessary. |  | 🗸 |  | Where outdoor equipment is not used it will be stored away. Staff will clean all items on a regular basis. |
| Office areas and equipment are subject to enhanced cleaning. |  | 🗸 |  | No hot-desking takes place and minimum number of staff permitted in office at any one time. |

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| Resources are shared between pupils and staff | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Shared materials and surfaces are cleaned and disinfected more frequently |  | 🗸 |  | Cleaning equipment in each Bubble and staff will wipe regularly during the day |
| Devices/ laptops/tablets etc belonging to staff. That are brought from home to school and back again are cleaned at the start and end of the day |  | 🗸 |  | Staff advised |

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| Staffing & spread of coronavirus to staff, children and families, visitors and contractors | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Access to PPE is available where there is contact with diagnosed or suspected covid-19 | See Inadequate Personal Protection & PPE section below | 🗸 |  |  |
| All children and adults in school are reminded to sneeze into a tissue or sleeve never into hands. Wash hands immediately after and dry with disposable hand towels. |  | 🗸 |  | Individual staff to give reminders |
| Used tissues to be put in a bin immediately |  | 🗸 |  | Lidded pedal bins have been purchased and are present in each classroom |
| Risks to specific groups have been considered. BAME, pregnant staff, clinically vulnerable |  | 🗸 |  | Relevant specific risk assessments have been undertaken and outcomes actioned |
| Specific consideration has been given to children who have complex needs or are unable to maintain good hygiene or may spit |  | 🗸 |  | Individual risk assessments are regularly updated. |
| Water hygiene. Water fountains are out of action and children bring their own water bottles each day. |  | 🗸 |  | Labelled water bottles in use. |
| Policies remain up to date and relevant to the changing circumstances and challenges school faces. |  | 🗸 |  | Safeguarding, behaviour, and first aid policies have been updated in light of Covid situation. |

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| Site user becoming unwell | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| If anyone becomes unwell, new, continuous cough, a high temperature and or a loss or change to your sense of smell or taste.  User will be isolated accompanied by a member of staff wearing full PPE  An SLT member will contact Dr Tanja Braun [Tania.braun@stockton.gov.uk](mailto:Tania.braun@stockton.gov.uk) and Public Health for guidance. | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations> | 🗸 |  | Children and staff will be observed for symptoms by each other in school. Where concerns rise the information and concern for their health and well-being will be passed on immediately, without delay. Guidance shared with staff and parents (see letters sent beginning of September) |
| If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. | If it is not possible to isolate, move them to an area which is at least 2m away from other people | 🗸 |  |  |
| If a member of staff has helped someone who was unwell, they do not need to go home unless they develop symptoms themselves or the children subsequently tests positive. |  | 🗸 |  | Staff must wash their hands thoroughly after any contact with someone who is unwell |
| Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. |  | 🗸 |  | Cleaning products are available in this scenario. Kept in Site Manager’s cupboard |

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| Site user developing symptoms | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus |  | 🗸 |  | Information is exhibited and included in the parental letter |
| Where children or staff member tests negative, they can return and the fellow household members can end self-isolation |  | 🗸 |  |  |
| Where the children or staff member tests positive, the rest of their Bubble will be notified |  | 🗸 |  |  |
| Parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus. | Follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) |  |  | Reiterate to parents the need to follow the standard national advice |

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| Inadequate hand washing/personal hygiene | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Staff/children/cleaners/contractors etc. Will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and reminded not to touch face. |  | 🗸 |  | Hand washing signs are displayed and hand soap and disposable paper towels are readily available. |
| The ‘catch it, bin it, kill it’ approach is promoted | See the source image | 🗸 |  | Signs have been displayed frequently around the school building. Other instructional signage is also displayed, including hand washing instructions. |
| Wash with liquid soap & water for a minimum of 20 seconds | [Guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) | 🗸 |  |  |
| Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available. |  | 🗸 |  | Hand gel is available for staff use.  Children will use mild soap and water to wash their hands. |
| Consideration should be given to allocating individual toilets and sinks to children where numbers are low and this is achievable. |  | 🗸 |  |  |
| Hands must be dried properly to prevent infection and drying out. | Parents/carers to be advised to use appropriate hand moisturisers | 🗸 |  |  |

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| Inadequate Personal Protection and PPE | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult. If contact with the children is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn |  | 🗸 |  | Items of PPE are available |
| Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE  Temporary face coverings are disposed of in a safe manner in a covered bin or plastic bag. |  | 🗸 |  | PPE equipment has been ordered, received and available for use. All used items of PPE will be discarded in line with government guidance.  Signs are around school to give guidance on safe PPE disposal. |

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| Visitors, contractors & spread of coronavirus | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place virtually |  | 🗸 |  | Arrangements are in place to maintain social distancing for essential deliveries. All other non-essential visitors have ended. |
| All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site |  | 🗸 |  | Arrangements are only made by HT, Site Supervisor or Admin staff. |
| Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely |  | 🗸 |  | Arrangements are only made by HT, Site Supervisor or Admin staff. |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits | 🗸 |  |  |

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| Inadequate Ventilation | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Ventilate spaces with outdoor air |  | 🗸 |  | Windows will be opened as required to circulate fresh air |
| Ensure regular airing with windows |  | 🗸 |  | After pupils exit all windows and external doors will be opened to allow regular airing. |
| Keep toilet ventilation in operation as much as possible while building is occupied |  | 🗸 |  |  |
| Prop doors open, where safe to do so to limit use of door handles and aid ventilation | Fire doors must not be propped open unless they have a self-closing hold open device fitted | 🗸 |  | Site manager will open all available doors whilst the school is open to children and staff |

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| Fire and intruder alarms and emergencies, including lockdown | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. |  | 🗸 |  | Staff will notify children of evacuation routes and assembly points. Drill within first 10 days return |
| Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available |  | 🗸 |  | Senior staff have received reminders, and a map marking positions of emergency cut off points. |
| If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of new emergency out of hours contact details |  | 🗸 |  | Site Supervisor to arrange |
| An up-to-date log has been maintained with regards checking and testing of fire safety equipment. |  | 🗸 |  | Recorded in the fire log book |

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| School Activities | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | Notes |
| Children to sit in front facing rows during lessons |  | 🗸 |  | Seating plans will be maintained by the teacher in some classes to assist with track and trace. |
| Practical lessons, including PE and Music, can go ahead if equipment can be cleaned thoroughly |  | 🗸 |  | All practical equipment will be sanitised between each session. |
| Contingency plans for outbreak have been considered. Remote learning plans in place. | Resource used SEESAW | 🗸 |  | Staff fully prepared in case of closure and remote learning needs to take place. |
| Consideration given to trips and residential visits |  | 🗸 |  | These will remain prohibited for the Autumn Term following guidance. |
| Parents advised to give consideration to their child’s extra-curricular activities and wrap around care. |  | 🗸 |  | Communicated to parents via various methods |

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| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | **Yes** | | No | |
| What is the level of risk for this activity/situation with existing control measures | High | **Medium** | | Low |
| Is the risk adequately controlled with existing control measures | **Yes** | | No | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | **Yes** | | No | |

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| ACTION PLAN | | To be actioned by | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | Name | | | Date | | | | |
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| State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment | | | | High | | | **Medium** | | Low |
| Is such a risk level deemed to be as low as reasonably practical? | | | | **Yes** | | | | No | |
| Is activity still acceptable with this level of risk? | | | | **Yes** | | | | No | |
| If no, has this been escalated to senior leadership team? | | | | Yes | | | | No | |
| **Assessor(s):** | Claire Park - Head of School | | **Signature(s):** | | | Claire Park | | | |
| **Date:** | 2.11.20 | | **Review Date:** | | | 2.12.20 | | | |

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| Risk rating | Action |
| HIGH | Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice) |
| MEDIUM | Review/add controls (as far as reasonably practicable) & monitor |
| LOW | Monitor control measures |



Additional Notes

Schools requiring public health advice on individual and specific circumstances relating to Covid-19 should contact the consultant in Public Health

The Local Authority 5-19 Team continues to be available to support schools and local families. This could include health needs of pupils with SEND, emotional and mental health wellbeing (for all pupils but may be particularly relevant for Year 6 going into transition), and health promotion advice including hand hygiene.

Stockton Borough Council Covid 19 Public Health Guidance for Schools

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| Staff/pupil status | COVID test result | Actions |
| Staff/pupil with symptoms | Positive OR Negative | Continue self-isolation for required 7 days and return to school if symptom free (with the exception of ongoing cough or loss of sense of smell/taste - anosmia\*) for 48 hours. Continue good hand hygiene.  Work/study from home depending on how well you are and the nature of the work.  Where the child, young person or staff member tests positive, following the definitive advice of PHE, close contacts that may include the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. |
| Staff/pupil with no symptoms but living with a household member with symptoms. | Household member tests positive | Continue with household isolation for 14 days. Continue good hand hygiene.    Work/study from home depending on how well you are and the nature of the work. If you become symptomatic inform your school. |
| Staff/pupil with no symptoms and not working /studying in a special school, living with a household member with symptoms | Household member test negative i.e. virus not detected in household member | You may return to work / school provided: You agree your return with your school You have no symptoms and, Neither you nor the person you live with worsens in health (in which case isolation should be immediately resumed) Continue good hand hygiene. If you become symptomatic inform your school. |
| Staff/pupil with no symptoms and working/studying in a special school, living with a household member with symptoms | Household member test negative i.e. virus not detected in household member | Continue with household isolation for 14 days. Continue good hand hygiene.    Work/study from home depending on how well you are and the nature of the work. If you become symptomatic inform your school. |

\*A cough or anosmia may continue once other symptoms have cleared and the individual no longer has the virus.