

COVID 19 MANUAL FOR SCHOOL OPENING

VERSION 17 - FOR STAFF, STUDENTS AND PARENTS

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EXETER MATHEMATICS SCHOOL | LAST UPDATED 22 FEBRUARY 2022

Contents

Updates since the last version	2
Introduction	3
Air Filters and air conditioning.....	3
Arrival and Departure	3
Attendance.....	3
Boarding Guidance.....	4
Clothing.....	4
COVID (19) Symptoms – at home	4
COVID (19) Symptoms – in school	5
Equipment.....	5
Exeter College	5
Face Masks.....	5
Staff Kitchen – outreach office	6
Meeting room kitchen – Johnson	6
Meetings and events.....	6
Handwashing.....	6
One Way System	7
Remote learning.....	7
Room usage and layouts	8
Shower	8
Timetable	8
Tissues.....	9
Travel to and from School.....	9
Vaccinations	9
Visitors, including contractors	9
Water Coolers	10
Windows	10
APPENDIX A: COVID 19 Case In School	11
APPENDIX C: ONE WAY SYSTEM	12
APPENDIX E – Hand washing instructions.....	14
APPENDIX H: Additional Guidance for Boarding.....	15
Additional cleaning	15
Developing symptoms whilst at school or Molly Hayes	15
Further Precautions	16
Travelling home when there is a confirmed or suspected case	16

Updates since the last version

Sections Amended or Added:

1. Attendance – updated advice about staying home for 5 days if you have symptoms of a virus
2. Windows – have added information about “learnometers” in some classrooms.
3. Facemasks – updated to being optional other than during lesson change-over time, when they should be worn in corridors
4. Room usage and layout – updated to remove some restrictions

Sections removed:

1. Courtyard
2. Student Kitchen – now fully available for use so this section is removed. You may use the cupboard to store your own cups and bowls etc
3. Feeling unwell – this information is within the attendance section
4. Testing at home – no longer required to take twice weekly testing
5. Appendix D – guidance for visitors
6. Appendix F – when to stay at home

Introduction

This guidance is regularly updated in light of the changing status of the COVID pandemic. It is updated when there is a change of law, guidance from the DfE or as the result of a new or changing risk identified by the school. Its purpose is to support staff, students and parents to minimise the risks in school associated with COVID-19 by providing clarity about the latest guidance and rules.

We recognise that reading the entirety of this document each time it is amended is too much to ask. Please read the sections highlighted on the updates page and retain a copy of this document for reference.

This guidance can be accessed in the following ways:

By staff – in Teams using the tab at the top of the EMS Admin General channel

By Students – In Teams using the tab at the top of the EMS Students General Channel

By Parents – via the school website – a copy is available on the parent page: [Exeter Maths School | Parents Page \(extermathematicsschool.ac.uk\)](https://www.extermathematicsschool.ac.uk/parents)

Air Filters and air conditioning

We have purchased air filters for some offices and classrooms and will be getting more as soon as stocks are available. If you are in a room with an air filter or air conditioning, you may keep the windows closed provided the filter is on and is readying “green”.

Rooms which currently have air filters are:

- Einstein
- Neumann
- Lovelace

Rooms with air conditioning /air filter units are:

- Bose
- Tutte
- Plato

Arrival and Departure

When you enter or leave the school, please sanitise your hands, using the dispensers that are located by the back door or in reception. For hand sanitiser to be effective, you must saturate your hands, so do make sure you fully press down on the dispenser and take a substantial amount of sanitiser.

Our one-way system (more information later) will only be in operation in break and lunchtimes, when the corridors are most busy. If you arrive just before a lesson is about to start, you should use the one-way system, entering via reception. At all other times, you should enter by the back door.

Attendance

All students are expected to attend school if they are well but should stay at home if they feel unwell and/or if they have symptoms of a viral infection (such as a cold, flu, COVID etc).

Although isolation is no longer a legal requirement, we ask that anyone who has viral symptoms stays at home for at least five days (longer if the symptoms persist), even if they are feeling better.

If students are staying at home but feel well enough to engage in lessons, they should join their classes online, work remotely until such time as you can return to school.

If you are unable to attend the school in person, please let us know in advance by email (enquiries@exeterms.ac.uk) because this will save members of staff chasing you for non-attendance.

Boarding Guidance

Students staying overnight at Molly Hayes must carefully read the information set out in **appendix G** regarding arrangements for residential provision.

Clothing

Many windows and internal doors need to remain open even in colder weather. We therefore recommend that you bring layers of clothing to enable you to stay warm, particularly if you are sat near to a window or in a draft. Fingerless gloves and bobble hats are highly recommended in the cooler part of the year.

COVID (19) Symptoms – at home

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this is defined as coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

APPENDIX F summarises what to do if you, a member of your support bubble or another you have had close contact with have symptoms. If in doubt, get in touch with us and stay home.

More detailed guidance is available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Information about who is entitled to a test and how to obtain one can be found here:: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>.

COVID (19) Symptoms – in school

If someone shows symptoms whilst in school, they will be isolated in Nightingale and their family contacted to collect them from school. If they are unwell enough to require assistance, the member of staff helping them must wear full PPE. The full procedure can be seen in Appendix A.

We will report any instances of COVID (19) occurring in school using the [Educational setting status form](#) and then follow the directions we are given by the health authority.

Equipment

Spare paper, pens, calculators and other equipment will not be readily available. Students should bring their own resources to school which they should not share. 16 -19 bursary funding is available to those who are unable to afford this. Members of staff will be provided with their own bank of resources, including board pens, which they should keep for their own use only.

Some equipment will need to be shared by members of staff. In particular, the telephone in Einstein and the computers and white boards in Fermat-Wiles. Sanitising wipes will be provided next to these resources and all members of staff must thoroughly wipe the shared surfaces before and after use. These include, but are not limited to:

- Interactive whiteboard pens and eraser
- Classroom keyboard and mouse
- Telephone handset
- Whiteboard (if touched)

Teachers may need to share worksheets with students. Wherever possible this will be done electronically. For those who are unable to access work this way, we will provide printed copies.

The school laptops and computers in Tutte may be used by several students over the course of one day. Students are welcome to bring their own laptop into school should they wish to avoid this.

Whilst using shared equipment, students and members of staff should take care not to touch their face. They should thoroughly wash their hands before and after use. Sanitiser wipes should be used on keyboards (including laptop keyboards) and mice prior to use.

In classrooms, we recommend that you wipe down table tops prior to use if you are not the first person using the table that day.

Exeter College

Exeter College's "stay safe" guidance is regularly updated and can be found here: <https://exe-coll.ac.uk/coronavirus-guidance-news/>

Face Masks

Now that we are moving to a time of limited restrictions across the country, we no longer feel able to insist on wearing facemasks when in school. We do, however, have some vulnerable members of our community who would feel safer if those around them wore face

masks. We ask therefore, that in lesson change overs, when the corridors are most busy, you wear a face mask. At other times, face masks are optional.

Staff Kitchen – outreach office

The following shared resources will be available to you:

- Fridge – storing food from home for one day at a time
- Microwave – reheat food from home
- Hydroboil – instance hot water for drinks
- Dishwasher – for cleaning shared resources

You must wash your hands before and after using any of the above resources.

You must remove your items from the fridge at the end of each day (the fridge contents, other than milk, will be thrown away each evening as part of our enhanced cleaning).

The dishwasher will be emptied each morning by the member of staff opening the building. All used teaspoons, plates, cups etc. must be placed in the dishwasher during the day. The member of staff locking up the building will put the dishwasher on before leaving. The sink must not be used for washing up shared resources.

Meeting room kitchen – Johnson

This should not be used by staff or students but kept clean and clear for use during meetings. If refreshments are provided in a meeting, all the washing-up should be transported to the top floor to be cleaned in the dishwasher. The person organising the meeting must return items to Johnson after cleaning.

Meetings and events

When planning any events or booking face-to-face meetings, the organiser must have a contingency plan in place in case COVID risks are such that it needs to be cancelled, postponed or changed on online.

At the time of booking meetings or publishing events, participants must be warned of the potential to have the format changed or the event cancelled. They must be made aware of how they will be informed about such a change.

Handwashing

Handwashing is a key defence against spreading the virus to one another.

Times when you MUST wash your hands
<ul style="list-style-type: none"> • Whenever you arrive at or leave the building • In between lessons • Prior to and after using shared resources (including computers, kitchens, toilets, the lift) • After you have coughed or sneezed • Before and after you have eaten food

When washing your hands, follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If you are unable to access soap and water, hand sanitizer is the next best option. You need to ensure the sanitizer has at least 60% alcohol content for it to be effective.

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Further information on handwashing is available from the Centre for Disease Control:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

One Way System

Please pay attention to the signs in hallways, stairwells and corridors and the markings on the floors. A one-way system is in place to enable you to move safely around the building during times of peak movement. Please follow the one-way system during lesson change overs and breaks. The system does not need to be followed during lesson times or after school when there are fewer people in corridors.

If we need to evacuate the building in an emergency, the one-way system does not need to be followed.

Appendix C is a plan of the school showing the one-way system. Please familiarise yourself with it and come to the training session armed with questions, if you have any.

Remote learning

Information for parents regarding remote access to education either in the event of a full school closure or during a period of self-isolation is available on our website:

<https://www.exetermathematicsschool.ac.uk/parents-page/#newsletters>

We will update this and publish a copy of the latest version of this document in the same section of the parent-page of our website.

Room usage and layouts

Brahmagupta and Neumann will continue to have a fixed layout, with desks facing forward. In other areas of the school, desks will be rearranged into groups to encourage collaboration and mathematical discussion.

Teacher no longer need to avoid being in Einstein together and will be based at their desks in this room when not teaching.

Shower

If you use the shower, bring a container with you for storing your change of clothes, towels, shower gel and shampoo. They must not be left in the shower room at the end of each day. If you need the use of a locker to enable this, contact reception.

Timetable

The school timetable has changed this year in line with the template below.

We expect this timetable to remain in place for the academic year and it will only need to be slightly adapted in the event of a partial lock down. It is our ambition to return to our former timetable with more interaction between year groups and time to socialise, as soon as it is safe to do so.

The school is open to students and staff from 0800 each day. Students are asked to leave by 1730 (staff 1800) from Monday to Thursday, and one hour earlier on a Friday. Students do not need to be in school when they are not timetabled for lessons.

		Time		9.00		10.00		11.00		12.00		1.00		2.00		3.00		4.00			
		5 min slots																			
MON DAY	EC			3		5		1		2 or 6 (2/2)		6		2		4					
	EMS 12					L2 1045 to 1110		L2 1110 to 1155		LUNCH		L4 1315 to 1400		L5 1405 to 1505				L6 1520 to 1545		L7 1345 to 1630	
	EMS 13									L3 1200 to 1245		LUNCH									
TUES DAY	EC	2		4		6		1		5		3									
	EMS 12	L1 0900 to 1010		L2 1025 to 1135		L3 1145 to 1245		LUNCH		L4 1315 to 1400		L5 1405 to 1505		L6 1520 to 1545		L7 1345 to 1630					
	EMS 13							LUNCH													
WEDN ESDAY	EC	5 Live		3 Live		4 Live		1 or 6 Live		2 Live		PDP 1-to-1s, enrichment, sport									
	EMS12	L1 0900 to 1010		L2 1025 to 1135		L3 1145 to 1245		LUNCH/ L4 EC(2) online		L5 1410 to 1455		L6 1505 to 1630									
	EMS 13							LUNCH/ L4 EC(2) online		L5 1340 to 1455											
THUR SDAY	EC	5		3		1		6		4		2									
	EMS12	L1 0900 to 1010		L2 1025 to 1135		L3 1145 to 1245		LUNCH		L4 1315 to 1400		L5 1405 to 1505		L6 1520 to 1545		L7 1345 to 1630					
	EMS 13							LUNCH													
FRIDA Y	EC	4		2		6		1		3		5									
	EMS12	L1 0900 to 1010		L2 1025 to 1135		L3 1145 to 1245		LUNCH		L4 1315 to 1425											
	EMS 13							LUNCH													

Tissues



Please bring your own personal supply of tissues to school. Although we will have tissues available in school, it is better that you do not touch a box of shared tissues.

If you cough or sneeze, do so into a tissue, covering your nose and mouth, and then dispose of the tissue in the small tissue bin (there is one in each room).

Please then immediately wash your hands. If you get caught out by needing to cough or sneeze whilst a tissue is not within reach, you should cough or sneeze into your elbow instead.

Travel to and from School

By far the healthiest way for you to travel to school is under your own steam – either walking, cycling or running and we encourage you to do so, if you can.

For those that live too far away to have an active commute, we recommend that you travel in by car, if possible, but avoid the city-centre traffic by walking the final 20 minutes or so. Whether you decide to build a little exercise into your daily commute or not, please make sure you are not dropped off close to the school gates but pick a drop-off/pick-up point a few minutes away from the school.

Public transport should be your last resort. Transport is likely to become busier the closer you are to the city centre; you may decide to get off your bus or train a little earlier than normal and walk the final part of your journey.

If you use public transport you must wear a mask, please pay careful attention to our guidance in the “face mask” section of this document.

Vaccinations

We encourage you to take up your vaccination as soon as possible, for not only your own sake but also to create a barrier for transmission to others. When you are offered a second vaccine or a booster, please accept as soon as possible. This remains a key defence in keeping yourself and others safe.

Visitors, including contractors

All visitors must be booked in advance and must be given the “instructions for visitors” information sheet prior to arrival (appendix D). This includes contractors, parents, University of Exeter and Exeter College staff and other people with whom we may have meetings.

When sending visitors meeting invitations, our guidance (appendix D) must be added to the invitation.

When receiving visitors, please check that they have read and understood the instructions and have followed the instructions regarding COVID tests.

Water Coolers

Water coolers are a shared resource which you must take extra care over when using. Hand sanitiser is positioned near to each water cooler. Please use it prior to touching the water cooler and again after you have used it.

Windows

Windows must be kept open whilst the building is in use. Only if driving rain makes this impossible should they be close and then reopened as soon as possible. The first person in a room each morning should open the windows.

In warm weather, windows should be wide open. In cold weather, provided doors also remain open, a moderate sized opening (10 cm) is enough.

In rooms with air conditioning (Bose and Tutte), adequate ventilation will exist if this is switched on without the need to open windows. Plato has adequate ventilation too.

Users of rooms which have air conditioning units will be able to shut the windows, providing the units are switched on and showing a “green” reading.

Users of rooms with “learnometers” (Fermat, Wiles, Bell-Burnell) are able to shut the windows, providing the registered reading for CO₂ is low – showing a “green” reading.

APPENDIX A: COVID 19 Case In School

If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.

Upon notifying a member of staff that staff member must complete a 1st aid record (held at reception) and alert the School Business Manager, or if unavailable, another member of SLT. If the case is confirmed (positive PCR test), it must be recorded in the register of positive cases. The School Business manager will follow the outbreak management plan for multiple cases.

If a person is awaiting collection, they should be moved, if possible, to Nightingale. The lighting should be on to engage the ventilation system but the door to the rest of the school should remain closed. 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 the bathroom on the reception level. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Reception staff will put a notice on both the bathroom door and the door to Nightingale to warn others not to enter.

If a member of staff caring for the person is unable to maintain a distance of two meters from them, that member of staff should wear a mask, as should the person with symptoms, if possible. PPE should be worn by staff caring for the person if they need to be in contact with them (e.g. delivering first aid). They must be familiar with these instructions for the safe wearing and removal of PPE: <https://www.youtube.com/watch?v=tZvXudABCg>

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.


Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. This process will be completed by cleaning staff who must be advised that a symptomatic person has been in the area.

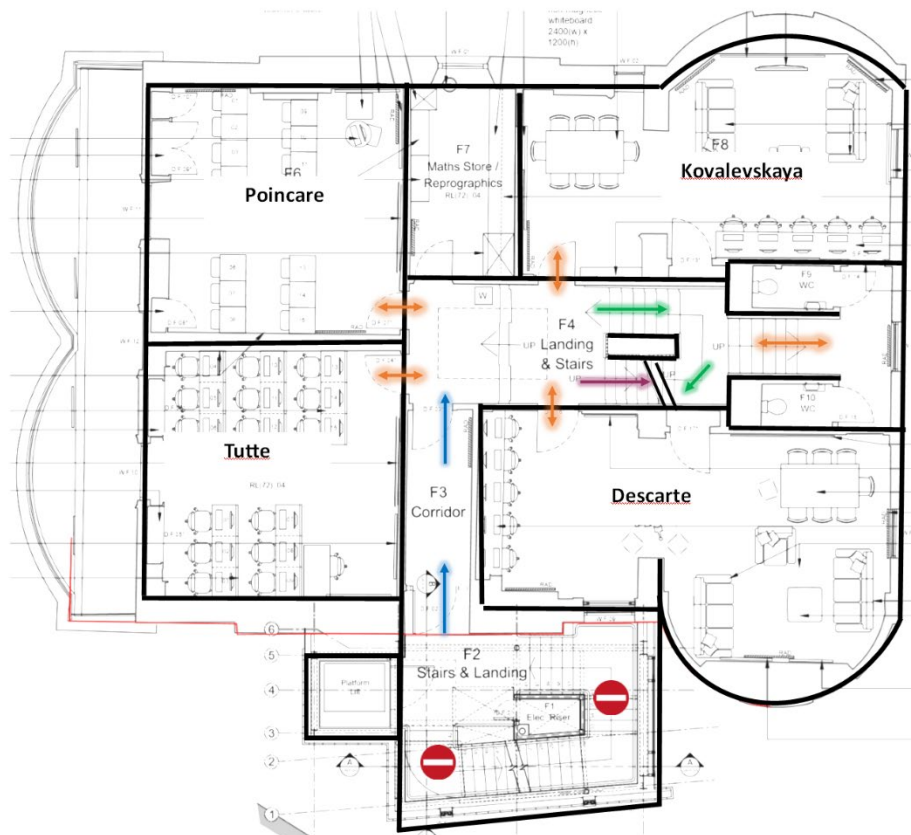
Those collecting the unwell person(s) (next of kin, Parents and guardians etc) should telephone reception on arrival. They should not be admitted to the building but wait for the unwell person to exit the building from the front door. A fresh, clean mask (available at reception) will be issued to the unwell person on leaving Nightingale; they are expected to wear this where possible, in their movement to exit the building.

APPENDIX C: ONE WAY SYSTEM






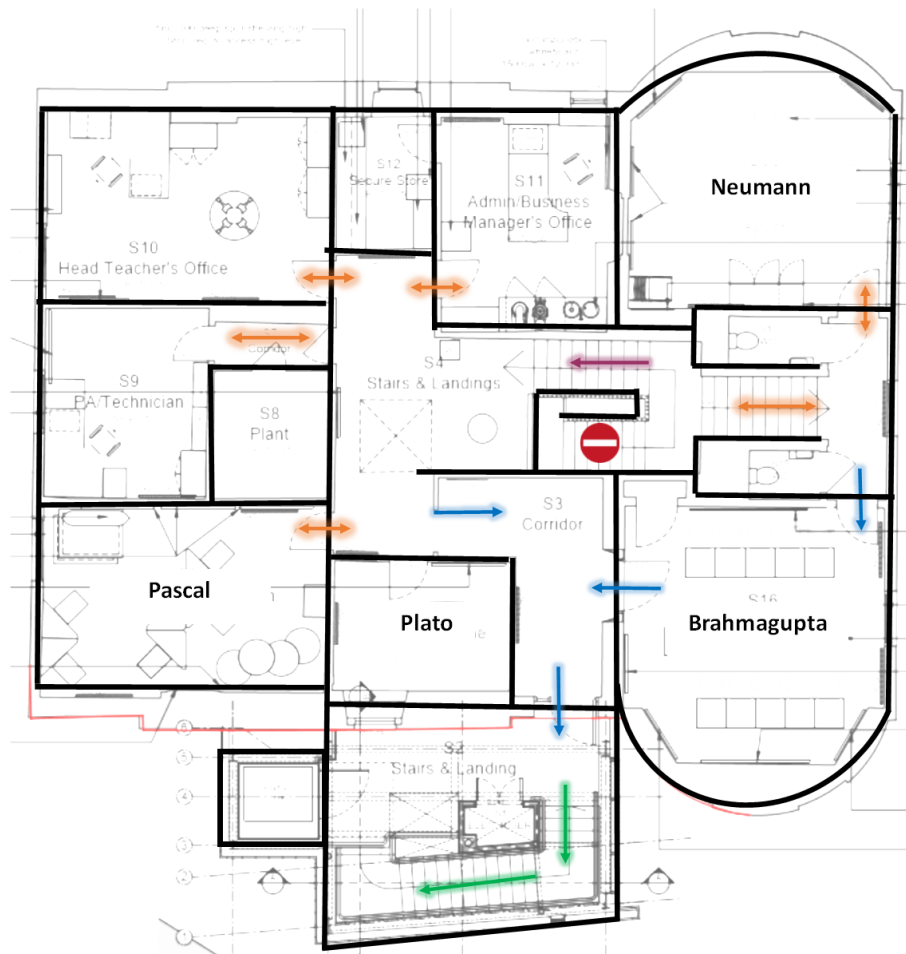
First Floor

-  One-way
-  Two-way
-  Up
-  Down



Second Floor

-  One-way
-  Two-way
-  Up
-  Down



APPENDIX E – Hand washing instructions



Source: World Health Organization

DANIELA SANTAMARINA/THE WASHINGTON POST

APPENDIX H: Additional Guidance for Boarding

The approach we are taking is to carefully balance the need to protect staff, students and their families from COVID-19 whilst maintaining a healthy living environment for students.

We will keep all our plans under review and adapt them in light of emerging advice, updated risk assessments and student and staff needs.

The shape of the boarding week:

Monday:

Arrival between 0900 and 1045, or store bags in school

Access from 4pm

Tuesday:

Depart before 9am

Access from 4pm

Wednesday:

Depart before 9am

Access from 4pm

Thursday:

Depart before 9am

Access from 4pm

Friday:

Depart before 9am

No access in the afternoon – store bags in school.

Additional cleaning

On arrival to Molly Hayes, hand sanitiser must be used. Students and staff must wash their hands before and after using shared areas such as the kitchen in Molly Hayes.

Residential staff will clean the shared kitchen facilities each evening in preparation for use the following morning. They will also clean frequently touched surfaces such as light switches and door handles to communal rooms. Students must all be in their rooms by 10pm to enable staff to have time to complete these tasks before lights out.

During waking hours, doors will be propped open to reduce the number of people touching surfaces. Bins will be emptied frequently, and spare tissues will be provided in communal areas for those who forget to bring their own.

Students are expected to keep their rooms clean and will be provided with appropriate products to do so (antibacterial cleaner, vacuum cleaners etc). Staff will support this more actively than in the past: room inspections will enable them to identify those who need additional support to be able to take care of their room.

Developing symptoms whilst at school or Molly Hayes

If anyone develops symptoms during the working week, they will be required to self-isolate and we will contact Public Health England (PHE) and follow their instructions.

When we contact PHE we will share information such as seating plans, class bubbles, accommodation bubble and room plans. It's important that you remain in the bubbles we have allocated to ensure that this information is accurate.

We are likely to be advised to do one of the following:

1. Students in the household bubble are kept isolated for 48 hours
2. Students in the household bubble are sent home to isolate for 48 hours

Whilst the advice may be different, it's important that we are prepared for both of the above situations. Families must be prepared to come to school to collect students from accommodation at any point throughout the week. If for any reason, they will not be available, they must arrange for an alternative responsible person to be available and let the school know who that is in advance.

The school will draw up a contingency plan for the case of needing to isolate a group of students in accommodation throughout Friday and Saturday. This will include ensuring they are able to access learning remotely and are adequately supervised and supported by members of staff.

Further Precautions

It is still wise to take some precautions so windows will be kept open (whenever possible) whilst the building is in use to improve ventilation and hand-hygiene and use of tissue bins will remain.

No visitors will be permitted in Molly Hayes or Rougemont House during residential time. If parents or friends of residential students wish to meet up with them, they will need to do so off site. This includes other EMS students.

Students and members of staff must only use their own bathroom and toilet. Although students can socialise with other friends whilst in their room, the friends must not use their toilet and must return to their own room for a comfort break.

Travelling home when there is a confirmed or suspected case

Public transport must be avoided if a member of your household/bubble has COVID-19 or has COVID-19 symptoms. In either case, it is likely that residential staff will contact parents to arrange for students to be collected from accommodation and taken home.

We will always let parents know as soon as we have students isolating at Molly Hayes but may not be able to confirm that collection will be required until Friday, particularly if we are awaiting the outcome of a test. It is therefore important that we always have a number we can contact a parent or guardian on whilst students are in accommodation.