

Site Operating Procedure (COVID-19 related)  
Iverna Gardens Montessori  
(01/04/2022)

**Children**

- Only symptom-free (or previously isolated or with a negative covid test) to attend.
- If children seem unwell, we will call parents and send the child home immediately
- Children with a cough are unable to be at school (unless we have been previously informed about it from a doctor; for example, an asthmatic cough) or until they have had a negative Covid test result or completed the isolation period.

**Classroom**

- Children will be encouraged to wash hands before entering the school/playground, encouraged to wash their hands regularly, or as necessary, as well as before eating snack, and after sneezing/blowing nose.

**Teachers**

- Only symptom-free (or previously isolated or with a negative covid test) to attend.
- Wash hands on arrival, before sessions, and at regular intervals throughout the day.
- Adopt physical distancing precautions (two metres or one meter with a mask) with the parents and other teachers.
- Wear a mask if you need to converse within 2 meters, but always keep 1 meter away if possible.
- Teachers to wear a mask when the children are not in the school or during drop off and pick up.
- Teachers to attend in-house training on infection control procedures, COSHH, and what to do if they have a COVID concern.
- Where possible, teachers are to travel to school by the method least likely to involve contact with other people. Teachers to wear masks and gloves if travelling on public transport, remembering that these are simply a second skin.
- Teachers to have one smock for the morning session, one for the afternoon and these should be washed regularly (at least weekly).

**Parents**

- Only symptom-free (or previously isolated or with a negative covid test), to drop off or collect.
- Children are to be dropped off into the playground.
- Parents to follow government guidance on self-isolating if they have travelled before coming back to school.
- Strict physical distancing to be maintained outside the school (with other parents and children).
- Drop off and collection times to be longer to make distancing easier.

**Classroom hygiene**

- The classroom and activities will be electrostatically disinfected after each session.

- Cleaning products will be left in various places around the school so items can be easily and quickly cleaned as necessary.
- PPE not considered necessary for daily use during session hours (apart from toileting needs). However, a supply of PPE (gloves, apron, face-mask/visors) are available should a child develop illness to protect the child's teacher, and those cleaning where the child has been.

### **Premises**

- Hand-washing facilities outside school for entry
- Windows/doors open where possible, and in between the sessions
- No items allowed from home unless it is a necessary comforter
- Adequate supplies of cleaning materials will be available in the school
- The school cleaner will attend twice weekly as normal

### **Suspected illness (of any sort)**

- Immediate isolation and collection
- To the extent that it is possible, the child's teacher should maintain physical distance; the vertical difference will help. Use PPE as necessary.
- Any teacher experiencing symptoms to return home immediately by a method least likely to put others at risk.

Please note that with the Latest Government advice:

- Where the child, young person or staff member tests positive, the school will advise the local health protection team and will follow any instructions given.
- We will only close if told to do so or if we do not have the staff to stay open.