

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer 

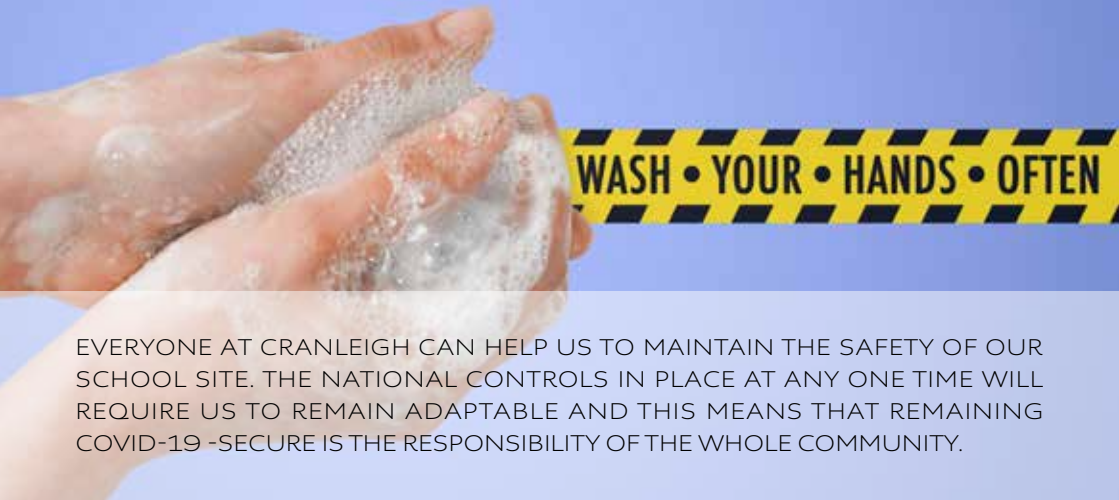
Employer Cranleigh School Date August 2020

Who to contact: **Paul Dunn - Deputy Bursar**
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



WE CONTINUE TO ASK FOR THE SUPPORT OF OUR COMMUNITY AND ALL VISITORS TO OUR SCHOOL SITE TO HELP US MINIMISE THE RISK OF COVID-19. WE KNOW THIS IS AN ANXIOUS TIME AND WE ARE VERY GRATEFUL, AS ALWAYS, FOR THE SUPPORT AND KINDNESS THAT EXIST WITHIN OUR IMMEDIATE COMMUNITY.

THANK YOU FOR READING THIS INFORMATION LEAFLET AND HELPING TO KEEP OUR COMMUNITY SAFE.



EVERYONE AT CRANLEIGH CAN HELP US TO MAINTAIN THE SAFETY OF OUR SCHOOL SITE. THE NATIONAL CONTROLS IN PLACE AT ANY ONE TIME WILL REQUIRE US TO REMAIN ADAPTABLE AND THIS MEANS THAT REMAINING COVID-19 -SECURE IS THE RESPONSIBILITY OF THE WHOLE COMMUNITY.

SOCIAL DISTANCING



We urge parents not to visit the School site unless absolutely necessary. If you do need to visit, please note that there are new procedures and instructions are in place to:

- Keep people safe
- Minimise the risk of infection so the School can remain open

This may mean that we need to be stricter on our site than other areas have been.

CORONAVIRUS SYMPTOMS

Parents and pupils **must not** attend the school site if showing relevant symptoms of a new, continuous cough, a fever or a loss of their normal senses of taste or smell.

WHAT TO DO IF A PUPIL DISPLAYS SYMPTOMS OF COVID-19?

If a pupil is at home, and they develop symptoms of coronavirus (a high temperature, new and persistent cough or a loss of/change in normal sense of taste or smell) they should stay at home and arrange to have a test to check if they have coronavirus. If they test positive they will need to self-isolate for at least 10 days starting from the day coronavirus symptoms began. Their household contacts will also need to self-isolate for 14 days.

If a pupil is at school and they display symptoms they should immediately report to Matron who will assess them and seek advice from the Medical Centre. The pupil will self-isolate from the rest of the school while arrangements are made for them to be collected by their parents and to take a coronavirus test. If the test is positive they will need to self-isolate for 10 days from the start of symptoms, and their household for 14 days from the onset of symptoms. It is anticipated that most pupils will self-isolate at home but the school has set aside a facility for a small number of pupils to self-isolate in school for pupils whose parents are unable to take them home.

WHAT TO DO IF A FAMILY MEMBER DISPLAYS SYMPTOMS?

The family member must self-isolate and arrange to take a test for coronavirus. The household members must also self-isolate pending the test result. If the result is positive the pupil must self-isolate for 14 days from the onset of symptoms. If the test is negative the pupil may return to school.

We expect to be informed of the results of any COVID-19 tests without delay.

GOOD HAND AND RESPIRATORY HYGIENE

Please wash your hands thoroughly, more often than usual and especially when you arrive on site, before you leave, before eating or drinking and after using the toilet.

Adopt the government's **catch it, bin it, kill it** approach.

Please also ensure that you use hand sanitiser from the hand sanitiser stations around the School site.

REDUCING CONTACTS AND INCREASING SOCIAL DISTANCING

Pupils will be grouped together or in fixed patterns so that their number of contacts is as low as possible.

Please remember to keep two metres away from others at all times wherever possible.

ENHANCED CLEANING

We are undertaking enhanced cleaning on site. Lesson times have been slightly

reduced in order to facilitate this between classes. Please be patient with staff who are working hard to keep everyone on campus safe and well.

FLEXIBILITY

As advice changes and the national and local pictures become increasingly defined, we will all need to remain adaptable and agile in our approach. This will help to keep things safe and running as smoothly as possible. Please contact your Housemaster or Housemistress if you are unsure of anything.

FOLLOW SIGNAGE

We are implementing a number of one-way systems on site. While the guidance does allow for transitory passing in corridors, one-way controls in some buildings will ease the flow around site to make it easier for people to socially distance – **please abide by directional signage.**

MONITORING AND REVIEW

We are constantly looking to improve and enhance our safety measures – please do let us know if you have any concerns.