

Cranbrook School September 2020 Re-Opening

Boarding Operating Procedures

These operating procedures come into effect at the start of term September 2020 until further notice as directed by the Government advice and guidance. These procedures follow the Governments [Guidance for full opening: schools](#) and will be updated according to Government guidance and BSA guidance.

All students and staff must follow the public health system of controls to minimise coronavirus risks which includes:

- ✓ Minimise contact with individuals who have symptoms of coronavirus or have someone in their household who has symptoms or have tested positive in the last 10 days
- ✓ Clean hands more thoroughly and more often than usual
- ✓ Ensure good respiratory hygiene by following the “catch it, bin it, kill it” approach
- ✓ Support the enhanced cleaning processes
- ✓ Minimise contact between individuals (who are outside allotted bubbles) by maintaining social distancing where possible
- ✓ Engage with the NHS Test and Trace process

1. Hand Sanitising/hand washing

Every boarding house will have a hand sanitising ‘station’ at the entrance to the boarding house and disposable masks for use if a student exhibits symptoms, they would then be sent to the designated sick bay (where applicable)

- Arrival to the house at all times
- Frequently when visiting the bathroom/kitchen areas/computer rooms

2. Good Respiratory Hygiene

Students must use the “catch it, bin it, kill it approach” when sneezing or coughing. Use a tissue or elbow to cough or sneeze into and use bins provided for tissue waste.

3. Boarding Houses

Each House will be treated as a separate ‘bubble’ and therefore all evening meals, brunch and weekend trips will be done in houses to prevent mixing of the bubbles.

Dining Hall rota is shown below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5.30pm	SL	SL	SL	SL	SL	SL	SL
5.40pm	BL	SC	RA	CS	CR	BL	SC
5.50pm	CR	BL	SC	RA	CS	CR	BL
6pm	CS	CR	BL	SC	RA	CS	CR
6.10pm	RA	CS	CR	BL	SC	RA	CS
6.20pm	SC	RA	CS	CR	BL	SC	RA

- Boarding houses should queue up separately outside the dining hall and await confirmation of when they can enter. The dining hall has been divided into two zones so that houses don't mix.
- Once school lodge is seated the next house may enter to get their meals and then should sit in the opposite zone to school lodge. School lodge must remain seated until the next house has collected their meals and are seated. This process should then continue until the last sitting.
- Breakfast on a Saturday/Brunch on a Sunday boarders should be advised to collect all items that they require for breakfast in one go, this is to prevent house bubbles mixing when boarders want to collect toast/yogurts etc.
- Each house will be required to sanitise their tables and chairs once everyone has eaten. Boarders need to only need spray on the cloth rather than on every chair/table. House staff should attend meals to supervise their houses (this is likely to be the member of staff on duty). Staff provision is needed for breakfast and lunch on a Saturday.

Saturday Breakfast	House	Saturday Lunch	House	Sunday Brunch	House
8.30	School Lodge	12.30	School Lodge	11.00	School Lodge
8.40	Blubery	12.40	Scott	11.10	Rammell
8.50	Crowden	12.50	Blubery	11.20	Scott
9.00	Cornwallis	1.00	Crowden	11.30	Blubery
9.10	Rammell	1.10	Cornwallis	11.40	Crowden
9.20	Scott	1.20	Rammell	11.50	Cornwallis

4. Boarders movements afterschool

- Boarders will be permitted to attend after school clubs, these will be via their year group bubbles
- Boarders may visit town after school in small groups, these can either be in year group bubbles or house bubbles but should be reminded that they are not permitted to interact with students outside their year group or house bubble at this time unless Covid social distancing precautions have been implemented
- The coach house will be available for boarders use after school and in the evenings. Timings allocations to be decided (either in houses or year group bubbles) enhanced cleaning regime needed
- The gyms will be available (subject to an establish cleaning regime) the allotted time can either be houses or year group bubbles (tbc)
- Boarders are not permitted to visit other boarding houses at this time

5. Weekend arrangements

All boarders will be required to remain in their boarding houses for the first two weekends of term. There will be activities available on a Saturday and whole house trips have been planned for the first two Sundays. Following these boarders will be permitted to return home, if there have been no suspected cases (therefore boarders will have 3 bubbles: their house, year group and parental bubble). Boarding parents to be reminded to support school's ethos of social distancing and when their son/daughter is involved in external clubs that they have had verification that they are Covid compliant.

6. Behaviour

Any student who presents challenging or unacceptable behaviour in relation to the points above and including purposefully coughing on someone or spitting, will face a sanction consistent with the consequences of misbehaviour detailed in the schools Behaviour for Learning Policy. Rewards and recognition will be allocated to individuals and groups of students who are actively supporting and promoting the school's system of controls in these challenging times.

7. Visitors

Parents and other visitors should not arrive at boarding houses without prior communication with the houses. Where it is necessary to come to the Boarding houses parents must adhere to social distancing and hygiene rules. At this time (start of September term) parents will not be permitted entry into any of the houses but are able to arrange times to meet up with son/daughter away from the house. It is not permitted at this time to have any external tutors in boarding houses, this and the general ruling regarding visitors will be reviewed weekly and changes made when deemed appropriate and safe.

8. Covid specific needs:

- All boarding houses have a designated sick bay for use for suspected Covid cases
- Daily temperatures are taken
- Supply of full PPE available in houses (grab bags)
- Wall mounted sanitiser dispensers evident at entrances
- Lidded bins in all kitchens and communal areas

9. Guidelines for a Suspected Covid Case (Treatment Escalation Plan)

Any student or member of staff that develops any of the following symptoms while on school grounds:

- **A high temperature of 37.8 or above**
- **A new, persistent cough**
- **Anosmia (loss or change in normal taste and or smell), should take the following actions if in school:**
 - The boarding student should inform member of staff with them at the time that they have developed Covid symptoms.
 - The boarder should immediately be taken to the isolation room (sick bay). Med Centre should be informed (Mon-Fri) and then Public Health England should be contacted (**PHE SE HPT must be informed of all suspected and confirmed Covid cases for advice and support on 03442253861.**)
 - The boarder must be allocated bathroom facilities that no other student uses.
 - The student must not leave their room OR have any visitors apart from boarding / medical centre staff wearing PPE.
 - The member of boarding staff should check the boarders' temperature and inform the head of house and the medical centre of the student and any concerns they have. Boarding staff must wear full PPE if they enter the room of a suspected or confirmed Covid case.
 - A COVID-19 test should be requested using the NHS website or by calling 119.

- The remainder of the house are classed as the same household and therefore need to isolate for 14 days unless the test is negative. Unless they use separate allotted bathrooms for specific year groups the whole house must isolate pending the outcome of the test
- If another student in the house develops symptoms they must inform house staff, isolate in a single room (if they are in a dorm then the other student in the room would move out until result is obtained) and they should have their own toilet allocated and have a Covid test. If the test returns positive they will need to start isolation for a minimum of 10 days from when they were symptomatic.
- If any boarder tests positive for Covid the remainder of the house must isolate in their own rooms for 14 days in order to stop any further transmission to other boarders. A bathroom rota must be given for students and facilities cleaned after each student.
- Student's that are able to may return home to self- isolate in their bedroom being mindful of any vulnerable members in their family home. They cannot use public transport so will need collection by someone in their family home. Their family household will then require a 14-day isolation period.
- Bathrooms and toilets must be cleaned much more regularly than normal.
- Waste from the household must be tied when full and placed in a second bin bag and tied. This should be stored in a secure safe place for 72 hours or until the symptomatic student tests negative. It can then be disposed of with normal domestic waste.
- Where possible it is ideal to have the same members of staff on regular duties caring for the same boarder rather than a variety of people doing ad hock shifts. This will reduce exposure into the community and within the school.
- Laundry should be cleaned as per manufacturer's instructions to the highest recommended temperature. Laundry from suspected or confirmed COVID cases can be washed together with other student laundry however gloves and an apron should be worn when dealing with suspected or confirmed cases. Do not shake dirty laundry prior to washing, dispersing particles. (Ideally suspected or confirmed COVID cases laundry should have a lid on the bin to alert staff to wear PPE)
- Boarding staff will need to deliver food and drinks outside boarding student's rooms for them to collect without leaving their room.
- Well student's will be required to complete school work remotely.
- If boarding staff have any concerns about the health and or well-being of boarders while isolating they should inform the medical centre for assessment. Where possible some assessments will be undertaken via telephone. Telephones must be sanitised after use.
- Rooms should be well ventilated with a window open. The bedroom door should remain closed at all times.