



# Cranbrook School

## **Boarding Parent Handbook**

### **(Covid information)**

## **Boarding Operating Procedures January 2022**

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

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Always keeping occupied spaces well ventilated.

In response to any infection the following will apply:

- 5) Engage with the NHS Test and Trace process.
- 6) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 7) Contain any outbreak by following local health protection team advice.

### **1. Hand Sanitising/hand washing**

Every boarding house has a hand sanitising 'station' at the entrance to the boarding house.

- Boarders and staff should sanitise at arrival to the house at all times
- Frequently when visiting the bathroom/kitchen areas/computer rooms

If a student exhibits any symptoms they will be provided with an FFP2 mask and they would then be sent to the designated sick bay room.

### **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. Windows should be opened during the school day to increase the ventilation around the boarding houses.

### **3. Boarding meals**

Breakfast will continue to be in the dining hall for all options with only cereal being provided in house. Supper will continue to be in the dining hall, boarders must be sat in houses.

### **4. Boarders' movements afterschool**

Extra-curricular clubs have been re-established and boarders are permitted to attend these clubs. Clubs will be finishing by 5.15pm to ensure all boarders return to houses by 5.30pm

Boarders are permitted into town but should be mindful of the size of their group to reduce anxiety with residents.

The coach house will be available for boarders in the evenings (junior and senior common room). These will run from 8.30pm-9.45pm

The gyms are open with scheduled year group slots.

Boarders are currently not permitted to visit other boarding houses

## 5. Weekend arrangements

Boarders will be permitted to go home on a Friday but must return on a Sunday evening (unless there are exceptional circumstances which must be raised with the Director of Boarding).

There will be a weekend activity programme in place and activities provided, these will be published on the website and in boarding houses.

## 6. 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. External tutors are not permitted into boarding houses at this time and therefore these should be run online.

## 7. Covid specific needs

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

## 8. Testing

Testing will continue twice weekly, this is being reviewed at the end of January by the government. Boarders will be tested in houses on a Sunday evening and Wednesday evening. We would ask that weekly boarders complete their Sunday test at home before returning to their boarding houses. We will ensure that boarders have access to lateral flow testing when leaving for half terms/Easter and summer breaks.

## 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 the school boarding houses:

- 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) and given a FF2 mask to wear. Med Centre/KMB should be informed
- 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. All staff working within the boarding house where a case has been confirmed must wear an FFP2 mask.**
- 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 should be relocated where possible) and they should have their own toilet allocated. If LFD is positive the boarder should isolate for 5 days, they can test on day 5 and day 6 and if negative can return to lessons and come out of isolation **(it is no longer a requirement to have a PCR test if LFD test is positive)**
- If any boarder tests positive for Covid the remainder of the year group will test daily.
- 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 collecting by someone in their family home.
- Bathrooms and toilets must be cleaned much more regularly than normal.
- 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 hoc 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 the boarder having to leave 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.
- Rooms should be well ventilated with a window open. The bedroom door should remain closed at all times.

If houses have five or more positive cases further measures will be implemented:

- Masks to be worn when outside of bedrooms
- Rota will be established for year group usage of the kitchens and numbers limited to use at one time.
- Fogging of bathrooms in the evenings
- Whole house to test daily
- Roll calls should be adjusted to prevent the whole house convening in a limited space
- Boarders (who are local) are advised to return home for their isolation period