

SCHOOL SITE MINIMUM STANDARDS

1. Access to School Sites:

- 1.1.** It is strongly advised to control access onto and into the school site. We need to reassure all staff and pupils scheduled to attend school sites that we are assessing the health of all individuals before entering our schools to protect their working environment.
- 1.2.** All visitors, staff and students are to be reminded of the latest Government guidance to limit the spread of the disease and will be asked to return home if displaying any related symptoms

2. Cleaning

- 2.1.** It is advised that sites review, with your cleaner or cleaning contractors, the introduction of additional cleaning services with particular attention being paid to occupied areas*
- 2.2.** Classroom desks, meeting room tables, any hot desks, canteen tables, door handles, stair handrails, communal business machinery (copiers etc.) kitchens, particularly cupboard door handles, fridges, taps, kettles, microwaves and toasters.
- 2.3.** If there is no dishwasher on site disposable cups, plates, knives & forks are to be used
- 2.4.** Daily cleaning should apply to personal or particularly shared devices like telephones or computers, entry door handles and any door entry/site entry systems.
- 2.5.** Please ensure there is sufficient hand soap and anti-bacterial cleansers available in the toilet and kitchen areas and implement additional measures to monitor supplies.
- 2.6.** It is recommended that each school nominates 1 key person that will be responsible for ensuring that the above cleaning processes are adhered to on a daily basis. It is advised that the name of the nominated person is recorded and retained in a file marked "COVID-19: Site Actions"

3. DELIVERIES

- 3.1.** Most delivery drivers use hand-held devices and generally work alone. The hand-held devices that drivers typically use require the customer to handle the device and this constitutes a transmission risk. Therefore, please ask the driver not to hand over the device, instead, give them your name and ask them to input into the device on your behalf, with a note in the customers signature box "COVID-19".

4. SIGNAGE

- 4.1.** It is strongly advised that schools ensure clear signage regarding the virus and hygiene measures that should be adopted by all are clearly displayed.
- 4.2.** *“Tool Box Talks”* should be given to all FM staff and operatives on the school site regarding the measures we are adopting as a Trust and the personal hygiene requirements for them to adhere to in order to minimise the risk of contamination.
- 4.3.** It is recommended that signage is displayed on entry doors to all the occupied areas* stating that hands must be washed before entering.
- 4.4.** It is recommended that in all areas specifically for FM staff (including catering, IT & reception staff) additional signage reinforcing the standards is displayed.

5. PPE

- 5.1.** Staff & Visitor PPE: Please review which visitors actually need to come on to your school site.
- 5.2.** There is the potential for surface contamination to be present on both hard and soft surfaces we should refrain from accepting visitors onto site.
- 5.3.** Where necessary visitors are to be issued PPE & encouraged to keep the PPE or it should be disposed of offsite.
- 5.4.** It is essential that stocks of replacement PPE are available such as gloves etc.
- 5.5.** Recycling PPE. Again, given the potential for surface contamination to be present on both hard and soft surfaces, we should refrain from any PPE recycling until further notice and used PPE should be disposed of offsite.

6. RESTAURANT/BREAK/CANTEEN AREAS/MEETINGS

- 6.1.** There is a recommendation that unless absolutely necessary people should maintain a distance of around 2m or 6ft. Particular attention should be given to any places where queues build.
- 6.2.** Given this advice could you review introducing a split shift system; with special attention to keeping FM teams and the Education Teams including children in their own groups to reduce the risk of cross contamination.
- 6.3.** In the restaurant and/or other break areas please maximise space between people and reduce the risk of person-to-person contamination. Based on this, please think about the capacity of the facilities on your site and note this on the door (e.g. canteen suitable for 25 persons only, meeting room suitable for 6 people only etc).

- 6.4.** As per previous guidance, please review meeting frequencies and formats, agree who is involved in meetings and how people join these meetings. In the interim period all non-business critical meetings should be cancelled as face to face meetings and we should be utilising Skype/conference calling/MS Teams as a means of communicating more effectively.

7. SECURITY

- 7.1.** Please review security provisions for your school sites – how are we protecting our sites? Do we need to move from CCTV to Man guarding or vice versa? How secure are our sites and buildings?
- 7.2.** Where possible please ensure each school site has a spare set of keys with the nominated 2nd keyholder.

8. SCHOOL OPERATIONAL STATUS

- 8.1.** Please consider the operational status of your school.
- 8.2.** **In the event of further lockdown are you prepared? We could have only a days' notice.**
- 8.3.** Please consider and publish a shutdown procedure checklist similar to a “Holiday Shutdown” to verify you are ‘lockdown ready’ and this should be reviewed on a daily basis.

9. *OCCUPIED AREAS

- 9.1.** With reduced occupancy at all schools it is recommended to close off areas of the school that are surplus to requirements, please also consider effective spacing of occupants. This will limit the cleaning demand and also enable more efficient administration of the occupied areas. In all cases please consult with your Principal which areas are required to maintain business continuity.
- 9.2.** With reduced occupancy; amendments will be required to statutory operating procedures such as Fire Safety and Water hygiene.