HURLINGHAM
SCHOOL

Pandemic Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage (EYFS) Nursery and Reception pupils.

This Policy should be viewed in conjunction with the COVID-19 Pandemic Risk Assessment, Pandemic Plan and Pandemic Policy.

Contents:

1. Introduction

1.1 This Pandemic Plan is intended to ensure that Hurlingham School can respond effectively to a pandemic situation and continue its education activities. This Plan is designed for the School to respond to a pandemic outbreak or similar situation which affects the UK and has a serious adverse effect on the availability of individuals for an extended period of time, such as a flu epidemic or other virus outbreak which has the ability to spread globally. UK Government guidance states that "Influenza pandemics are a natural phenomenon that have occurred from time to time for centuries – including 3 times during the 20th century…. pandemic influenza is one of the most severe natural challenges likely to affect the UK, but sensible and proportionate preparation and collective action by the government, essential services, businesses, the media, other public, private and voluntary organisations and communities can help to mitigate its, or any other epidemic or pandemic virus outbreak."

1.2 The objective in dealing with a pandemic is to encourage people to carry on as normal as far as possible, if they are well, whilst taking additional precautions to protect themselves from infection and reduce the risk of spreading to others.

1.3 The Government recommends that organisations, including those in the private and public sector at local level, should be as prepared as possible now so that plans can be activated when a pandemic arrives. There are a number of references that may be useful including:

- DfES "Planning for a human influenza pandemic guidance – Guidance to schools and children's services[1].
- UK Influenza Pandemic Preparedness Strategy 2011[2].
- Pandemic Flu - Workplace Guidance[3].
- Guidance issued by the Independent Schools Council.

1.4 This Plan describes a Three Phase Plan. Each Phase has a number of associated activities or actions for Hurlingham School to take.

2. Aim

2.1 This Plan aims to ensure that during all phases of a pandemic that Hurlingham School will continue to maintain their essential activities as normally and for as long as possible, whilst taking responsibility for reducing the risk of exposure to pathogens and to lessen the risk of exposure.

2.2 The Plan will address the following planning priorities:

- The welfare of individuals.
- Maintaining Hurlingham School robustness and preparedness.
- Maintaining the critical educational and business activities.

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[1] https://dera.ioe.ac.uk/6536/1/STERL-0706-WEB.pdf
[2] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/213717/dh_131040.pdf
[3] https://www.hse.gov.uk/biosafety/diseases/pandflu.htm

3. Pandemic Planning Assumptions

3.1 The Plan is written with the following assumptions:

- A significant proportion of staff and pupils will be unavailable to either teach or attend school over a sustained or significant period of time, but that the remainder are able to work.

- Sufficient individuals will be available to support the educational and welfare functions of the School.

- Staff and pupils who are well or have recovered from infection (subject to appropriate periods of isolation) are ready, willing and able to attend school.

    o For example, in the event of pandemic flu, the UK government has estimated that up to one half of the population may become infected.

- There could be a disruption to suppliers' services, including catering, engineering, cleaning, IT and other utilities. However, it is assumed that sufficient essential services would remain operational.

- There could be disruption to transport, and potential suspensions of travel services domestically and/or internationally.

- There could be financial and reputational implications.

- There may be two or more waves in a pandemic, possibly weeks or months apart.

4. The Responsibilities of the Directors, Head and Staff

4.1 The Directors and Head are responsible for:

- Understanding the potential impact of a pandemic on the school. A thorough risk assessment should reveal what potential impact there may be in terms of staff and pupil attendance, as well as effect on critical suppliers (including IT systems, supplies of food, etc), the transport infrastructure, medical facilities, and security. (A Risk Analysis Template is attached).

- Putting in place a Pandemic Plan, and then regularly reviewing it.

- Minimising the spread of infection amongst pupils and staff, as well as amongst visitors and the public.

- Establishing, maintaining and practicing a communications plan covering all the Phases of a Pandemic described below.

- Prioritising the educational services and activities. ie. deciding which services should receive priority treatment or allocation of resources. (For example, the delivery of remote learning facilities may at some stage require priority).

- Maintaining up to date contact lists of pupils, staff, parents and other critical stakeholders.

- Supporting staff who are ill or require time off as carers.

- Regularly practicing the Pandemic Plan.

    o A practice may be a short "table top" exercise that poses scenarios and situations for the pandemic or crisis management team to respond to. The aim of a practice would be familiarise the school crisis management team with the pan, to practice elements of it in

order to provide assurance following a pandemic alert that the School are prepared and to learn lessons.

- Maintaining educational services for as long as possible, but to plan for school closure and also to provide remote learning if practical and possible.
- Maintaining Health and Safety and hygiene arrangements.
- Re-opening the School or Nursery, possibly only for pupils and staff who have recovered from a virus.

The most important decisions that the Directors or Head will take will be whether, and when, to close a school, and when to re-open it.

5. The Phases of a Pandemic Outbreak

5.1 There may be several phases to a pandemic outbreak as described below. The following is a simplified version of the phases described by the WHO.

5.2 Each Phase has been described in a Table, and there is space to indicate when each action is in progress, has been completed – or to include remarks.

5.3 The three phases are:

- **Pandemic Alert** – issued by the Government to advise that a pandemic is probable and preparedness should be reviewed.
- **Pandemic Outbreak** – the arrival of the virus in the UK.
- **Post Pandemic** – the pandemic is under control and the Government advises that further outbreaks are unlikely. Hurlingham School to return to normal operations.

5.4 The Tables below describe the activities and actions to take to minimise the effect of a pandemic on Hurlingham School.

Pandemic Alert Phase

6   The following activities are to be undertaken during the Alert Phase:

Serial	Pandemic Alert Phase Activity	Status – Complete / in progress and remarks
1.	Consider when it is appropriate to invoke the School Pandemic Plan and pandemic management procedures.	Complete 2/3/20 Criteria considered and awaiting further updates from WHO, DfE & Public Health England
2.	Establish a Pandemic Working Group and institute regular meetings to monitor pandemic situation and report to the School Crisis Management Team.	Complete 2/3/20
3.	Review capability of IT, communications and telecoms networks to support the School including in the event of an increase in the usage of the provision of remote education. • Ensure that the IT providers have their own Pandemic Plans in place and that they are ready to implement them. • Ensure teaching staff and pupils are aware of, and trained in, relevant methods for remote working.	In progress. AM to liaise with MC to set up Pandemic information page on Firefly and arrange training for key staff in capabilities of Firefly for remote teaching and working. This will then be disseminated to all teaching staff.
4.	Consider whether to start bulk buying of key supplies and hygiene supplies, in line with current UK government and Public Health England guidance, and ensure inventory is up to date. This may include soap, alcohol based hand rub, face masks, tissues (and the means of disposing of those masks and tissues), single use towels and possibly Personal Protective Equipment (PPE) such as respirators, disposable gloves etc. • Advise individuals of the potential need to stockpile essential supplies at home e.g. food, water, medicines, cash, etc.	In progress. Masks, alcohol surface wipes and alcohol based hand sanitiser already purchased. HB to ensure adequate supplies of all other appropriate hygiene supplies.
5.	Facilitate good health habits in the School and at home: • Consider establishing health controls, e.g. deploy hygiene supplies as described above. • Encourage frequent hand washing using soaps and sanitisers. • Start using additional cleaning protocols • Encourage increased personal hygiene practices e.g. coughing/sneezing etiquette – e.g. sneeze and cough into crook of arm. Use "Catch it, bin it, kill it" • Advise all individuals not to come to the workplace if they are feeling unwell.	2/3/2020 Complete Decision made (to be disseminated to staff at staff meeting on 3/3/20) to ensure staff supervise hand washing at breaks and before lunch.
6.	Complete a Risk Assessment that will: • Identify vulnerable staff and pupils such as those with acute febrile respiratory symptoms, or pregnant staff and take measures to mitigate the risk to those individuals.	In progress – AM has emailed all staff to identify those with underlying medical conditions & vulnerable family members.

Serial	Pandemic Alert Phase Activity	Status – Complete / in progress and remarks
	• Review minimum staffing criteria. • Determine what potential impact there may be in terms of staff and pupil attendance, as well as effect on critical suppliers (including IT systems, supplies of food, etc), the transport infrastructure, medical facilities, and security.	Children with medical conditions – code red all done. SG to review staffing criteria with particular attention to Nursery in line with any government guidelines published.
7.	Identify critical suppliers and stakeholders and list their contact details. (Include those who may be affected by any school closure). *(A critical supplier is one whose services cannot be easily or quickly replaced, and which if that service failed could lead to a business disruption of the School).*	Connect Catering & IT support AM to source deep clean companies in the event of a confirmed case.
8.	Ensure that critical suppliers such as IT, caterers, cleaners and security have Pandemic Plans in place and they are ready to implement them.	PS to liaise with Connect Catering re. Pandemic Plan. MC to liaise with Firefly.
9.	Determine and list all the stakeholders who require information. E.g. Governors, parents, suppliers.	Complete 2/3/20
10.	Ensure contact details for staff, pupils and parents and suppliers are up to date.	Complete 2/3/20 AM to liaise with MC & CC re database updates.
11.	Brief all staff, pupils and parents on the situation and precautions to take. Issue an information pack – see **Annex A** below.	In progress
12.	Review staff "time off" policy to staff (covering HR instructions to those requiring time off to care for sick, or because they are sick).	In progress – FG to liaise with VWV. FG & SG to review.
13.	Review any plans as to how a sick pupil can be kept separate from other pupils in the event that a pupil becomes ill in school time. Review plans to ensure that children showing signs of infection are taken home or collected by parents.	Complete 2/3/20. PS's office designated as isolation room for children who may be infected. Advice for collection procedures. AM to order a fold out mattress for use in this room.
14.	Review any plan already in place, or put one in place, for supporting a school and parents in the event of a bereavement.	In progress. SG and FG to liaise.

Serial	Pandemic Alert Phase Activity	Status – Complete / in progress and remarks

15.	Prepare a Communications Plan.
	• Appoint a communications spokesperson or single point of contact.
	• The Communications Plan should include an assessment of any media risks and also include pre-prepared statements that can be amended to suit the situation. Such as the following:
	   o Statements about full, or partial school closure – and the reasons
	   o Statements about excluding pupils who have travelled to specified areas.
	   o Advice to staff and parents
	   o Cancellation of sports activities
	   o Social distancing and handshaking
		PS appointed as Pandemic point of contact to liaise with staff on a daily basis and update information page for parents.
		
		 SG to liaise with FG & PS re preparing statements.

16.	Review travel restriction policy.	Complete 2/3/20. No use of public transport for trips. Check with all coach and minibus providers re vehicle sanitisation protocols.
17.	Review the plans for School closure – should that be required. • School closure plans may include minimum staffing criteria, or numbers of pupils absent. • Review the plans for maintaining pupil attendance records in the event of school closure. • Local Authorities may advise school closure to minimise the risk of transmission.	SG to co-ordinate. Determine how to manage attendance registers & staffing criteria with particular regard to the EYFS provision.
18.	Review School / Parent contracts. E.G. What does the contract say about refund of fees in the event of a school closure?	FG to review
19.	Review travel restriction policies if appropriate and give particular consideration to those staff and pupils who may travel to or from infected regions.	SG to review.
20.	Review local, regional and national health authority initiatives for pandemic preparedness and how these will support Hurlingham School own plans and procedures.	SG to review.
21.	Increase awareness on quarantine and isolation and distribute guidelines and identify emergency treatment centres, isolation wards, quarantine locations. Record these locations so that they are available to each Head Teacher.	FG & AM to identify emergency treatment centres and prepare information for distribution to staff and parents.
22.	Increase awareness on 'social distancing' and health awareness in and outside the School. Locate or create work, home and public social distancing guidelines. • Review the occasions when staff and pupils mass congregate – such as assemblies, sports days, plays and consider stopping these events. • Advise staff and pupils to avoid crowded places or heavily populated gatherings (e.g. sporting events). • Implement social distancing policies in the classrooms and restaurants.	Complete 2/3/20 – handshaking suspended. In the event of a full pandemic assemblies, sports fixtures and trips will be suspended. All of these activities will be continuously reviewed and assessed on an ongoing basis.

Serial	Pandemic Alert Phase Activity	Status – Complete / in progress and remarks
	• Advise staff and pupils to avoid congregating at break times etc. • Avoid handshaking	
23.	If anti-virals and other PPE are to be made available to individuals, ensure they are trained in appropriate use and know how to access these.	Training to be arranged as appropriate.
24.	Arrange to test business continuity plans if not conducted recently.	SG and FG to review.

Pandemic Outbreak Phase

7   The following activities are to be undertaken during the Outbreak Phase:

Serial	Pandemic Outbreak Phase Activity	Status – Complete / in progress

1.	Invoke Pandemic Plan. Appointment of a person or group to implement the pandemic plan, to monitor effectiveness and to communicate to stakeholders. Crisis Management Team (CMT) to be called. The CMT will:
	• Assess the evolving situation and determine what impact there might be to the School.
	• Review the Risk Assessments, including a review of possible vulnerable pupils and staff.
	• Provide sufficient and accessible means for reducing spread of infection (e.g. provision of hand washing facilities or hand-hygiene products).
	• Contact other relevant organisations, including parents, stakeholders and critical suppliers and brief them on the situation – and obtain feedback from suppliers as to their ability to provide the services required. Maintain a log of those contacted and informed.
	• Introduce infection control measures.
	    o Cancel or reduce face to face meetings
	    o Increased hygiene protocols and cleaning
	    o Stop visitors
	    o Control suppliers – introduce one delivery entrance with appropriate systems for infection control.
	    o Self-certification for staff sickness. Staff and pupils to stay at home for a certain time – depending on the incubation and recovery time.
	• Implement travel restriction policies if appropriate and give particular consideration to those staff and pupils who may travel to or from infected regions.
	• Arrange to track status of individuals calling in sick.
	• Regularly contact individual Schools to assess impact of absent staff and pupils.
	• Consider introducing backup plan for key members of the staff – so that should a key member become ill, there is another staff member who can continue with supporting or providing educational services.
	• Based on individuals' return to work, estimate the continued duration of and need for the pandemic response plan.
		Appointment of CMT complete – 2/3/20
		
		SG, FG, PS, SM, RD, KP & HB
		
		SG – pandemic co-ordinator/liaison.
		
		In progress – CMT to keep all measures under review in line with advice from external agencies and the development of the pandemic phase.
		
		Various measures introduced in line with government guidelines including:
		
		• Increased hand washing facilities & hand sanitiser
		• Barrier separation of playgrounds
		• Separate drop off and collection points
		• Social distancing measures
		• Additional staggered lunch sittings
		• Revised arrangements for staff lunch
		• Book quarantine
		• Year group bubbles and redeployment of staff to restrict movement across bubbles
		• Appropriate PPE where required

Serial	Pandemic Outbreak Phase Activity	Status – Complete / in progress
2.	Maintain additional cleaning procedures and ensure health controls are in place in the School appropriate to a pandemic situation. • Ramp up cleaning activities in all Schools, as required. • Ensure staff and parents are aware of local medical support available from Public Health England and Clinical Commissioning Groups. • Surfaces such as handles, railings and counters touched by hands should be cleaned at least daily using either soap and water or disinfectant.	Complete – contractor providing additional cleaner between 11.30am-2pm daily. 4.9.20 Staff to ensure computer keyboards and musical instruments wiped with alcohol based sanitising wipes.
3.	Reissue infection control advice information and maintain sickness record.	SG & PS & CC & DR All updated issued to staff and parents on a regular basis. Ongoing
4.	Staff at risk of developing pandemic-related complications (e.g. pregnant staff and those with compromised immune systems) may be reassigned from high-risk work sites/locations in the event of a pandemic.	Complete 4.9.20
5.	Maintain sick records and track both staff and pupils calling in sick.	CC & CE
6.	Issue staff "time off" policy to staff (covering HR instructions to those requiring time off to care for sick, or because they are sick).	FG & GD
7.	Ensure positive encouragement to staff who are ill or think they are ill during a pandemic, not to come into work.	SG & PS – Complete 3.9.20
8.	Consider introducing restrictions on individuals' access to the School (except for essential activities for receipt of deliveries), and any modifications to receipt of post – e.g. by requiring couriers to deliver packages to the Avenue rather than inside the School office.	SG & PS – Complete 3.9.20
9.	When the criteria for School closure has been met, close the affected school. (N.B. Local Authorities may advise school closure to minimise the risk of transmission). • Despite the fact that a School may be "closed", some staff should remain working to maintain vital school operating systems, to answer questions from parents and pupils and to deliver remote education. • School closure will require a detailed communications plan to include what message will be delivered, how and to whom. Those requiring information will be staff, pupils, parents, suppliers and other stakeholders.	SG & PS – Complete 24.3.20
10.	Ensure staff and parents are aware of return to work criteria, i.e. when they are fully recovered from illness and following a suitable home isolation period, based on Government agency guidance.	SG & PS Complete 3.9.20 - ongoing

Serial	Pandemic Outbreak Phase Activity	Status – Complete / in progress
11.	If appropriate implement travel restriction policies and give consideration to individuals with particular travel-related issues. • Consider how local transport disruption could impact on individuals' availability and the knock on effects on the ability to deliver critical business activities.	SG & PS Complete – new car park licences issued 1.9.20

POST PANDEMIC PHASE

8   The following activities are to be undertaken during the Post Pandemic Phase:

Serial	Post Pandemic Phase Activity	Status – Complete / in progress
1.	Liaise with staff, parents, stakeholders and critical suppliers to advise them of Hurlingham School intention to return to normal operations.	SG & PS
2.	Consider if the pandemic has affected Hurlingham School ability to deliver critical business activities and communicate appropriate actions to staff, parents and suppliers and other stakeholders.	SG & PS
3.	Ensure that both the main School and Nursery are able to take the necessary actions to fully recover educational and business operations.	CMT
4.	Maintain revised policies and health and hygiene practices until the imminent risk of further outbreaks has receded.	CMT
5.	Conduct a post-pandemic review of events and response to evaluate and revise existing pandemic plans and procedures.	CMT
6.	Monitor likelihood of further virus outbreaks and if appropriate return to a pandemic operating regime.	CMT

ANNEX A – Information Pack

At the 'Pandemic Alert Phase' stage, Hurlingham School will distribute an information pack to individuals as follows:

Heightened Hygiene Practices

Please do escalate your use of healthy habits to limit the spread of disease.

- Wash your hands often with soap or use hand sanitiser.

- Avoid touching eyes, nose, and mouth with un-washed hands.

- Cover your cough and sneeze – cough and sneeze into the crook of your arm.

- Dispose of face masks and tissues safely.

- Stay home when sick. Keep your child at home if the child is sick. Flu symptoms may include:

  - Fever (temperature greater than 37.8° C / 100° F)

  - Chills, shivering

  - Muscle aches

  - Sore throat

  - Dry cough

  - Headache

  - Fatigue (extreme tiredness)

- Avoid close contact (1 metre or less) with others including skin-to-skin contact (e.g., shaking hands, kissing).

- Consider wearing a mask or covering over the mouth and nose when in the same room as another person.

- Clean and disinfect commonly used surfaces.

- Minimize close contact with sick persons.

Social Distancing

Social distancing refers to a disease control strategy that includes limiting or altering the frequency and closeness of people in order to reduce the spread of contagious diseases from one person to another. Some social distancing strategies include restricting events that

congregate people (e.g. Assemblies and contact sports), modifications to social behaviour (e.g., no hand shaking), and creating distance between workspaces that are greater than the virus' movement. During a pandemic people may be advised to stay at least 1 metre apart. When it is not possible to eliminate face-to-face contact under 1 metre, consider the use of face masks. NB. It is impractical to assume that maintaining a distance of 1 metre between the children in school will be achievable.

Restrict workplace entry of people with symptoms

During a pandemic, Hurlingham School may request individuals with flu-like symptoms to stay out of the Schools in order to limit the spread of disease. When the plan is activated, the following steps will be taken to limit entry of people with flu symptoms:

- Post notices at all School entry points advising our people and visitors not to enter if they have flu like symptoms. The signs may say:
    - "To help limit the spread of infection, it is important that you do not come inside this building if you feel feverish, have a cough, have body aches, or have a sore throat. We may ask you to leave this facility in order to protect our pupils, staff, employees, and visitors from getting infected. Your cooperation is appreciated."

- Providing hand sanitiser at the entrance of the facility. Instruct everyone entering and leaving the facility to clean their hands.

- Introducing "capping" (similar to a scout salute) instead of handshaking when pupils arrive at school.

Individuals who become ill at work

If you feel ill at work, or if you observe that another person at work is exhibiting symptoms, please immediately contact the School office by phone.

Management of individuals who become ill

In order to reduce the transmission of disease, it is important that individuals who are sick, with pandemic flu or other contagious illnesses, stay out of the Schools. Individuals with symptoms may be asked to stay at home for a specific time period, referred to as home isolation, until they are no longer contagious.   The isolation period (or period when individuals are contagious and should stay away from others) could be as long as 1 to 2 weeks after symptoms develop. Public Health England will provide guidance on how long individuals should remain in home isolation.

During this time, Hurlingham School may provide remote learning and education facilities. These will be described and implemented at the appropriate stage.

Further support

Hurlingham School recognises there are times when you may need someone to talk to whether you are facing a difficult situation at work or in your personal life