

COVID 19 MANUAL FOR SCHOOL OPENING

VERSION 6 - FOR STAFF, STUDENTS AND PARENTS

Kerry Burnham

EXETER MATHEMATICS SCHOOL | LAST UPDATED 18 DEC 2020

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Updates since the last version

Sections Removed:

1. None this time

Sections Amended or Added:

1. Equipment
 - a. Clarified the need to wipe laptop keyboards prior to use
2. Remote learning when isolating – new section
3. Testing in Schools – new section
4. Windows
 - a. Clarified the need to only have windows partially open in cold weather
5. Appendix F
 - a. Reduced the number of days needed to self-isolate from 14 to 10

Introduction

In a school which prides itself on freedom, trust and choice, this is going to feel rather strange. But the directions in this manual need to be followed by everyone in our community if we are to keep each other safe, and reduce the anxiety of those who are most worried about the spread of COVID 19. Please do read this in the spirit in which it was intended. I hope that by setting clear boundaries, we will still be free to explore the subjects we love together and can remain true to our strap-line: Freedom for Thinkers.

Our approach is to reduce the number of potential points of contact throughout the day, to enhance the cleaning of the school building and maintain high standards of personal hygiene.

To reduce contact points we have adapted the timetable to avoid shared lunchbreaks between year groups and to reduce the amount of social time. Year 12 will finish school at a different time to year 13 on most days. We have rearranged staff workspaces and added barriers to maintain 2m social distancing between them and students. We have set up consistent grouping so that students have a limited number of peers with whom they have close contact. We have also controlled and reduced the use of shared resources.

We have contracted new cleaners and have increased their working hours by 50% to enable additional cleaning each day, ensuring that commonly used surfaces are cleaned. We have also reduced the need to touch surfaces such as doors and windows, by fixing them open at the start of each day. Cleaning wipes are available in each room for users to clean, for example, table tops prior to use.

We have set reminders in the school regarding hand-hygiene and the catch-it-bin-it-kill-it mantra is made clear with tissue bins in each room, signs as reminders and a spare supply of tissue for those who forget their own.

We recognise that none of these measures are perfect or solutions on their own, but together, if we follow this guidance and remain vigilant when away from school, we hope to avoid the spread of the virus within our community. Our aim is to maintain education on site for as long as it is safely possible to do so.

Arrival and Departure

When you enter the school, do so via reception. If you have a bike, you may first secure it in the rear courtyard but then you must make your way around to the front of the school to be let in. When you leave the school, please use the rear of the building and exit through the courtyard. This system is in place as part of our one-way system.

On arrival, you will be asked to sanitise your hands using the dispenser in the reception lobby. The hand sanitiser is to minimise instances of the virus being brought into the building.

For hand sanitiser to be effective, you must saturate your hands, so do make sure you fully press down on the dispenser and take a substantial amount of sanitiser.

enter reception → sanitise hands → follow one-way system to your room

You should also sanitise your hands as you leave the building. A dispenser is on the wall just outside the back door.

Arrival before 0830

Between 0800 and 0830 reception will not be manned and very few people are likely to need to leave the building. During this half hour, if you arrive at school, you will need to enter by the rear door. Please make sure you sanitise your hands when you arrive and then follow the one-way system, using the central staircase to access the ground floor. Do not use this entrance at other times to avoid coming face to face with those leaving the building.

Attendance

All students are expected to attend school if they are well and neither they, or those they have close contact with, are showing symptoms. **Appendix F** outlines when you should stay away from school for COVID-19 related reasons.

If students are required to self-isolate, we will record their absence as “attendance not required” which is the same code we use for lessons that they are not timetabled for. This means that such absences will not blemish students’ attendance record. Likewise, staff absence due to COVID-19 symptoms will not be recorded for future references.

If you are well, we will expect you to continue to engage in lessons and work remotely until such time as you can return to school.

If you are unable to attend, please let us know in advance by email because this will save members of staff chasing you for non-attendance.

Boarding Guidance

Students staying overnight at Molly Hayes must carefully read the information set out in **appendix G** regarding arrangements for residential provision. If any part of it is unclear, please get in touch with Grace but be aware that residential staff will talk through this information with you on your first day with us.

Clothing

As far as possible, to prevent spreading the virus on clothing, please wear freshly laundered clothes each day: something which you have not worn since it was last washed. We recognise that this will not always be possible, particularly in the winter when you may need to wear an overcoat in addition to 'indoor' clothing.

The windows and internal doors need to remain open even in colder weather. We therefore recommend that you bring layers of clothing to enable you to stay warm, particularly if you are sat near to a window or in a draft.

Courtyard

You are welcome to use the courtyard space to get some fresh air whilst remaining on site. If you are socialising with students who are not sat near you in your seating plan (see seating plan), please take care to remain over 1m apart; if you are socialising with others who are not in your class, please keep a distance of 2m.

The tables and chairs are shared by others in the school and so we ask that you sanitise your hands before using the area (on exiting the building) and also use the sanitiser wipes (kept by the back door) to clean the table top before you use it.

You are welcome to use the table tennis tables but to do so you must bring your own bats and balls. We have a limited supply which are available from reception but once used we will keep them out of circulation for at least three days. Please do not share the bats with others (whether they are school bats or your own). Similarly, we have some balls which we are happy to lend but there may not be enough for a full week of play, so please don't rely on them.

When congregating around the table tennis area, please pay attention to your distance from others, particularly those from other classes.

COVID (19) Symptoms – at home

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this is defined as coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

APPENDIX F (page 25) summarises what to do if you, a member of your support bubble or another you have had close contact with have symptoms. If in doubt, get in touch with us and stay home.

More detailed guidance is available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Information about who is entitled to a test and how to obtain one can be found here::

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>.

Member of staff must provide a self-isolation note and contact Nicola to arrange for a test.

COVID (19) Symptoms – in school

If someone shows symptoms whilst in school, they will be isolated in Nightingale and their family contacted to collect them from school. If they are unwell enough to require assistance, the member of staff helping them must wear full PPE. The full procedure can be seen in Appendix A.

We will report any instances of COVID (19) occurring in school using the [Educational setting status form](#) and then follow the directions we are given by the health authority. We will share class lists and seating plans with the health authority to enable them to provide informed guidance.

Emergency Evacuation Procedures

In the case of an emergency evacuation, your priority must be to leave the building as quickly and calmly as possible, maintaining social distancing only if that is possible. The full procedure is given in Appendix B and we will be conducting a practice drill early in the school term. Here's a brief summary:

- The one-way system on the staircases is not needed – use the rear staircase to exit the building
- Do exit quickly and calmly – maintaining a 1m distance where possible
- Do not stop to collect personal belongings
- Allow fire doors to close doors behind you, but do not lock them
- Do not use the lift
- Do go directly to open air
- Do go directly without stopping to your designated fire assembly point
- On hearing the alarm staff and students must evacuate the building and go to the designated fire assembly point – far enough into Rougemont gardens to allow social distancing. On no account must they return to the building until informed by the emergency services or the evacuation officer that it is safe to do so.

Equipment

Spare paper, pens, calculators and other equipment will not be readily available. Students should bring their own resources to school which they should not share. 16 -19 bursary funding is available to those who are unable to afford this. Members of staff will be provided with their own bank of resources, including board pens, which they should keep for their own use only.

Some equipment will need to be shared by members of staff. In particular, the telephone in Einstein and the computers and white boards in Fermat-Wiles. Sanitising wipes will be provided next to these resources and all members of staff must thoroughly wipe the shared surfaces before and after use. These include, but are not limited to:

- Interactive whiteboard pens and eraser

- Classroom keyboard and mouse
- Telephone handset
- Whiteboard (if touched)

Teachers may need to share worksheets with students. Wherever possible this will be done electronically. For those who are unable to access work this way, we will provide printed copies.

The school laptops and computers in Tutte may be used by several students over the course of one day. Students are welcome to bring their own laptop into school should they wish to avoid this.

Whilst using shared equipment, students and members of staff should take care not to touch their face. They should thoroughly wash their hands before and after use. Sanitiser wipes should be used on keyboards (including laptop keyboards) and mice prior to use.

Lab equipment and other shared resources (such as those in the 1st floor storeroom) must be left for 72 hours prior to reusing. Staff must label any equipment they use with the date of use to ensure it is not picked up by other teachers within three days. Equipment which needs to be used more frequently, must be sanitised before use.

Following student feedback in our survey and a further discussion with Student Council we have agreed that all students (and staff) must wipe down their table top at the end of a lesson. We are ordering additional wipes to ensure that there are several packs in each room so as to avoid crowding around them at a lesson's end. Your end of lesson procedure should therefore be:

- Wipe down the table using a sanitiser wipe
- Sanitise your hands with gel
- Put on your mask (sanitise your hands again if you touched any part other than the strap)
- Dispose of sanitiser wipe in the bin on your way out

Exeter College

Students attending lessons at Exeter College should, as far as possible, maintain social distancing of 2m from members of college staff and students. When attending the college, take the same care as you would visiting any public place, distancing from others and cleaning your hands more frequently.

Students attending the college of activities other than lessons must follow both Exeter College's and the national guidelines about behaviour outside of your home.

Exeter College's "stay safe" guidance is regularly updated and can be found here:

<https://exe-coll.ac.uk/coronavirus-guidance-news/>

Extra-curricular activities

All clubs and societies need to be risk-assessed and approved prior to them starting. If you would like to organise such an event, club or society, please email Joe:

joerowing@externs.ac.uk. He will ask you to complete a risk assessment which must be reviewed and approved prior to the start of the activity.

Face Masks

We require all students and members of staff to wear a facemask when moving through communal areas. Staff do not need to wear a mask when working at their allotted desk or when teaching a lesson. This is because other measures have been taken to ensure social distancing or barriers are in place.

Students are not required to wear a face mask whilst in lessons. This is because they are taught in consistent groupings with seating plans which ensure they are close to a limited number of people over the course of the week.

Face masks must be worn at all other times whilst indoors. This includes when moving through corridors, using communal rooms (not in your class bubble) for socialising between lessons and when working near to a different colleague or student to normal (teachers working in Einstein who are normally classroom based and students working in Hilbert).

Students must wear a facemask when using Hilbert because this space is used by both year groups. Students in Pascal should also wear a facemask when sharing this space with others. When socialising in other classrooms, you must wear a facemask unless you are only in the room with others from your form group. This is a government requirement now that we are in a tier two area.

The World Health Organisation advises that a single mask can be used repeatedly throughout the day, provided it is not dirty, damaged or wet, you have not touched the fabric and it is sealed in a bag between uses. It also advises that three-layer masks create the most effective barrier. Finally, it is important that wearers wash their hands prior to putting a mask on and after they have removed it; they should avoid touching their face whilst wearing the mask.

You therefore need to have on your person:

- A resealable plastic bag for storing your mask when not in use (unless you dispose of each mask after one use)
- At least one three-layer mask (but we recommend you have spares)
- A small, personal pot of hand sanitiser for cleaning hands prior to putting on your mask and after removing it
- Watch the video (cartoon) "how to wear a fabric mask safely":
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

It is likely that you will be wearing a face mask on your journey into school and a face-covering is required whilst using public transport. You may continue to wear that mask once you arrive at school provided it is not damaged, wet or soiled. It is important that once you remove it you either dispose of it or store it in a sealed container or bag to take home to be washed. If your mask is not visibly damaged, soiled or wet, it is your personal decision as to whether you re-wear it throughout the day or change it for a new mask.

When	What you MUST do	What you must NOT do
Putting the mask on	Clean your hands before putting your mask on	
	Inspect the mask before putting it on	Use if it is damaged, dirty or wet
	Cover your mouth nose and chin and adjust it to fit your face	Have gaps on the sides between the mask and your face

Removing the mask	Clean your hands before removing the mask	Touch the mask whilst wearing it
	Remove the mask by the side straps	Touch the front of the mask
	Pull the mask away from your face as you remove it	Hold the mask near to your face
	Clean your hands after removing the mask	Share your mask with other
Reusing the mask	If you intend to reuse the mask, store it in a clean, resealable bag. If you do not intend to reuse the mask, put it in the bin immediately	Put the mask in a pocket or leave it out on the side for later use.
	When reusing, remove the mask from the bag, using the straps	Touch the fabric of the mask or use it if dirty, damaged or wet
	Wash reusable masks in soap and hot water at least once a day	Wear the same mask for more than one day without washing it
Whilst wearing the mask	Continue to socially distance, remain in bubbles, regularly wash hands and keep surfaces clean	Assume you are safe just because you are wearing a mask

The school has installed sanitiser stations in classrooms and work bases to support the cleaning of hands when putting on and removing masks. We do, however, ask that each student carries their own supply of sanitiser; this is to prevent congestion and close contact when all members of a class need to use the sanitiser at the same time, particularly at the beginning and end of lessons.

We have provided re-useable masks for members of staff but expect students to bring their own masks (we will have a limited emergency back-up supply). If students who are entitled to the 16 -19 bursary need support in meeting the financial costs of purchasing masks and sanitiser, they should contact the finance office: finance@exeterms.ac.uk.

You may be interested to read this report on the efficacy of facemasks: <https://royalsociety.org/-/media/policy/projects/set-c/set-c-facemasks.pdf?la=en-GB&hash=A22A87CB28F7D6AD9BD93BBCBFC2BB24>

Some maybe exempt from wearing a face mask, including those who:

- have a disability that means they cannot wear or remove a face covering
- would find wearing a face covering severely distressing
- are with someone who relies on lip reading, clear sound or facial expression to communicate

Food and Drink

To reduce the likelihood of cross-contamination we need to restrict the use of kitchen area. We do, however, consider that some limited access to shared kitchen resources is manageable, providing all users follow these guidelines.

We recommend that you bring a flask for hot drinks and a water bottle for cold drinks. Water coolers are available throughout the building.

Student kitchen

The following shared resources will be available to you:

- Fridge – storing food from home for one day at a time

- Microwave – reheat food from home
- Hydroboil – instance hot water for drinks

You must wash your hands before and after using any of the above resources.

You must remove your items from the fridge at the end of each day (the fridge contents will be thrown away each evening as part of our enhanced cleaning)

You must bring to school and take home with you all cutlery or crockery needed for your lunch and drinks – there will not be storage available for your cups or food items and you will need to take all your washing up home with you. The sink will have running water which can be used for a quick rinse but otherwise should not be used – there are no shared washing up facilities.

Staff Kitchen – outreach office

The following shared resources will be available to you:

- Fridge – storing food from home for one day at a time
- Microwave – reheat food from home
- Hydroboil – instance hot water for drinks
- Dishwasher – for cleaning shared resources

You must wash your hands before and after using any of the above resources.

You must remove your items from the fridge at the end of each day (the fridge contents, other than milk, will be thrown away each evening as part of our enhanced cleaning).

The dishwasher will be emptied each morning by the member of staff opening the building. All used teaspoons, plates, cups etc. must be placed in the dishwasher during the day. The member of staff locking up the building will put the dishwasher on before leaving. The sink must not be used for washing up shared resources.

Meeting room kitchen – Johnson

This should not be used by staff or students but kept clean and clear for use during meetings. If refreshments are provided in a meeting, all the washing-up should be transported to the top floor to be cleaned in the dishwasher. The person organising the meeting must return items to Johnson after cleaning.

Gloves

Please **do not wear gloves** when in the school building or courtyard. It is much safer to have bare hands which are regularly washed than gloves which may pick up the virus and spread it to other surfaces you touch.

If you wear gloves during your commute into school, please make sure you take them off and store them in a sealed bag or container before you enter the school building.

The only exception to this rule is when you are based at your workstation/desk during cold weather. You may wear gloves provided you remove them, sanitise your hands and wipe down the surfaces you have touched prior to leaving. This exemption is made for those who have painfully cold hands and who cannot stay warm by wearing warm layers of clothing. In such cases we recommend the use of Raynaud's or Arthritic fingerless gloves which use compression to encourage the blood supply to your fingers.

Going off site

In your 30 minute lunch break, you may wish to go outside for exercise and a breath of fresh air. This is fine, and we encourage you to do so whilst maintaining a distance of 2m from others whenever possible.

If you are going for a walk with friends, this should not be in a large group: going for a walk in twos or threes is fine but any larger gathering will make social distancing from each other and those you meet more challenging. **You must not be in a group of more than six people.**

Handwashing

Handwashing is our best defence against spreading the virus to one another. It is far more important than one-way systems, social distancing or any of the other precautions we are making.

Times when you MUST wash your hands
<ul style="list-style-type: none">• Whenever you arrive at or leave the building• In between lessons• Prior to and after using shared resources (including computers, kitchens, toilets, the lift)• After you have coughed or sneezed• Before and after you have eaten food

When washing your hands, follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If you are unable to access soap and water, hand sanitizer is the next best option. You need to ensure the sanitizer has at least 60% alcohol content for it to be effective.

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Further information on handwashing is available from the Centre for Disease Control:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Lessons

Your lessons will feel a little different to normal: Teachers won't be able to make their way around the room to look over your shoulder and discuss the work and your tables will either be all facing the same direction or have screens between them.

We're doing all we can to keep the buzz of EMS lessons going. We can have whole-class and paired discussions and will be developing the use of technology to innovate. We will be sharing resources online for all lessons, enabling those who have to stay away to have easy access to what is going on, and we're setting up cameras in some rooms with the aim of live-streaming in the event of a partial closure.

You will each be issued with your own pack containing a mini whiteboard, pen and cloth which you'll need to carry from lesson to lesson – these will be used extensively by teachers to enable them to see what you're thinking.

Staff will be working together to share and develop best practice and your feedback will be a vital part of this. We're optimistic that once we've adapted, we'll be able to innovate and possibly find new ways of working that are an improvement on the old.

Our chief concern is that you don't try to hide away if you're struggling – proudly make your errors and let the teachers know what's in your mind. That way staff will be able to work with you to maximise your progress, and that is what we all want.

Lift

It is not possible for users of the school lift to follow the one-way system. Although the lift will be cleaned at the end of each day for which it is used, it is not possible to clean it between each use within a given day. The following process must be applied when using the lift.

What you MUST do	What you must NOT do	Notes
Let the school know in advance if you have mobility issues which may require the use of the lift.	Use the lift for any reason other than mobility issues or the movement of goods.	Whenever possible, no more than one person who requires the lift will be timetabled to be in the building on any given day.
Wash your hands before and after using the lift. If you are unable to access a sink, use the hand sanitiser which is available near the water cooler on each floor	Do not touch your face whilst using the lift or after until they are thoroughly sanitised.	
Use the lift during timetabled lesson time.	Use the lift during break, lunch and immediately before or after school, when the footfall through the one-way system will be increased.	Students who need to access the lift will be able to arrive to lessons a few minutes late and leave a few minutes early to avoid peak use

One Way System

Please pay attention to the signs in hallways, stairwells and corridors and the markings on the floors. A one-way system is in place to enable you to move safely around the building whilst maintaining a at least 1m distance from one another.

Appendix C is a plan of the school showing the one-way system. Please familiarise yourself with it and come to the training session armed with questions, if you have any.

Following student consultation we have made two amendments to the one-way system:

1. Reception must remain the primary entrance for entering the building when you first arrive to school and when you return from the College or a trip into town. If, however, you are in the courtyard during a break and wish to nip back into school for something, we will allow you to use the backdoor provided your are vigilant and stand back to allow those coming out plenty of space. We will trial this and review whether it works before making this a permanent change.
2. The door between your lockers and the kitchen will no longer have a no-entry sign and will instead have a give-way, giving priority to those traveling from the kitchen to the lockers. This amendment will also be trialled and reviewed before making a permanent change

Remote learning

Information for parents regarding remote access to education either in the event of a full school closure or during a period of self-isolation is now available on our website:

<https://www.extermathematicsschool.ac.uk/parents-page/#newsletters>

We will publish a copy of the latest version of this document in the same section of the parent-page of our website.

Room usage and layouts

The following table outlines how rooms are to be used to maintain social distancing and reduce the likelihood of infection through touching surfaces which have been used by others.

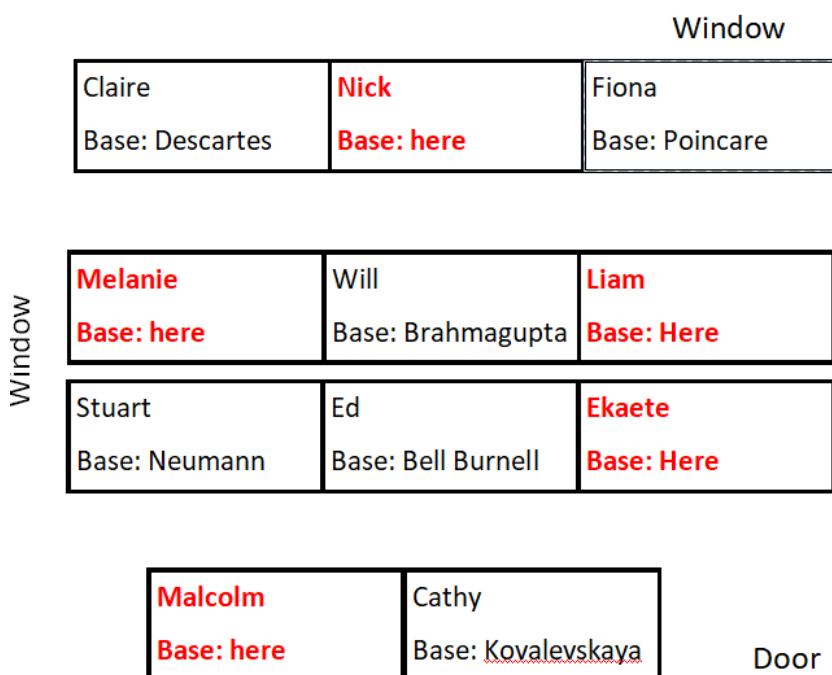
Fermat and Bell Burnell will only be occasionally timetabled for lessons, at all other times they will be available for socially distanced private study. Students are welcome to use other rooms when they are empty but should be aware that these need to double up as teachers' workrooms and so loud socialising will not be appropriate in the building.

Each teaching room has a seating plan as shown in **appendix G**. Students will be allocated a number for each of their lessons and should always sit in the same place to minimise the number of people they are within 2m of.

If using a room outside of timetabled lessons, it is important that the furniture is not rearranged. This is to ensure that there is a 2m gap between the member of teaching staff and all students and to ensure the seating plan is in place to enable students to have consistent nearest neighbours in lessons. There are floor markers at the front of teaching rooms to indicate a line across which desks must not go, if you notice tables have nudged forward of this line, please push them back.

Sanitiser wipes will be in each room for you to wipe the tabletop prior to use if you desire (all tabletops will be wiped at the end of each lesson).

Room	Note
Reception	Tor is the only person to use the main reception desk. If others have to be based on reception, they should use the second chair and computer but must wipe the keyboard, mouse and telephone before and after use. They must also wash their hands before and after use.
Hilbert	This is available for quiet study. Students may sit together with those in their teaching bubble but should otherwise take care to remain 2m from others using the room.
Einstein	Teachers must not share desks, nor should they use Einstein when those on the desk next to them are present. To reduce the number of members of staff in the room at any one time, several teachers will have a classroom base. The plan below shows the position of teachers' desks, and where teachers will normally be based when they are not teaching.
Fermat	This will only occasionally be used for teaching. At all other times it will be a study base for year 13 . They will be laid out with all students facing the same direction and spaced over 1m apart. Windows should be open and the doors remain wedged open whenever possible.
Bell Burnell	This will only occasionally be used for teaching. At all other times it will be a study base for year 12 . The room will be laid out with all students facing the same direction and spaced over 1m apart. Windows should be open and the doors remain wedged open whenever possible.
Bose	Malcom's teaching base. This will be used for lessons. Although the door will be propped open throughout the day, students should not use this room unless supervised by a member of staff.
Johnson	This will be reserved for meetings. It can be booked via reception.
Wiles	Ed's teaching base
Kovalevskaya	Cathy's teaching base
Descartes	Claire's teaching base
Poincare	Fiona's teaching base
Tutte	Melanie's teaching base
1st floor store room	This room is locked. If teachers use a tray of resources from here, they must put a sticky-note on the front of the tray with the date of use. Resources must not be used again within three days.
Brahmagupta	Will's teaching base.
Neumann	Stuart's teaching base.
Pascal	Office base for Shirin and Grace. The sofa area is to be used by students waiting to meet with a member of pastoral staff and/or those who need some time-out in a quiet space. Others should not make use of this room to ensure it is available for those who are in most need. Please wash your hands prior to and after sitting on the soft furnishings.
Plato	Office base for Joe and Charlotte. The surfaces must be cleared on a Thursday and Friday to enable a thorough clean between users.
Outreach Office	Sophie and Susie's desks must be kept clear to enable cleaning each day, between users. Grace will use this area one day a week. The kitchen area is for staff use only to quickly make drinks but must not be used for social gatherings to enable Sophie and Susie to work undistracted and to maintain social distancing.
HT office	This room is only to be used by Kerry
Finance Office	This room is only to be used by Tamsin and Nicola
Exams Room	This room is only to be used by Jane



Shower

This will be available to members of staff who have an active commute. Cleaning products are in the shower room to wipe down surfaces prior to and after use.

If you use the shower, bring a container with you for storing your change of clothes, towels, shower gel and shampoo. They must not be left in the shower room at the end of each day. If you need the use of a locker to enable this, contact the finance office.

Socialising in and out of school

Behaviour at home

The most likely place for anyone to catch a virus will be when socialising with friends or family in your own home or when going out together. These are the people you feel most relaxed and safest with; your guard is likely to be down and you are less likely to sustain social distancing or other preventative measures.

Please be mindful of this and avoid close social contact with anyone outside of your immediate household or bubble (a maximum of two households). We have a responsibility to keep one another safe and can do this best by carefully following the latest guidelines.

In a school building as small as ours, it is inevitable that full social distancing will not be maintained for all interactions. In school we are doing all we can to reduce contact points and improve cleanliness, but our best defence will come from your behaviour, and that of your household members, when away from school.

Behaviour in school

Students will have a small number of students with whom they are regularly timetabled to be within 1m of in lessons. These will be a mini-bubble and it is fine to socialise within this bubble without remaining 1m apart. For other students within their classes, students should remain over 1m apart whenever possible whilst socialising around school.

For students from other classes or year groups, a 2m distance should be maintained whenever possible.

Staff and student interactions

It is important that staff adhere to 2m social distancing from one another and from students when in school. This is because members of staff interact with multiple bubbles of students and have the potential to become super-spreaders.

Reports indicate that members of staff are more likely to catch and spread the virus than students. They must therefore be vigilant and cautious in their interactions with others.

In classrooms where maintaining a 2m barrier between staff and students is not possible, Perspex screens are used to create a safety barrier.

Residential students and staff

Residential staff will work more closely with students in their residential bubble than other members of staff. They will need to take additional hygiene precautions and avoid close interactions with day-staff and students. More information about residential processes is in **Appendix H**.

Testing in School

In the final week of the autumn term the DfE made us aware that lateral flow testing will be available for all school students and members of staff on a weekly basis, starting in the spring term. The detailed guidance about how the scheme will work will be provided before we begin, at which time we will update this guidance. What we do know is:

- Testing will be optional; taking the test is not a requirement for attending school
- Testing will be available for all staff and students during the week commencing the 4th January
- Weekly testing will be available for all school staff; this is to identify asymptomatic cases as early as possible
- **Symptomatic people must not attend school and must get tested through track and trace**
- Daily testing will be available for school staff and students who are close contacts of a confirmed case in school; this is to avoid the need to isolate
- Lateral flow tests will be used to provide a result within 30 minutes
- A positive result will lead to a normal (PCR) test being taken
- A negative test result does not guarantee being COVID-free and so other safety measures will need to remain in place.

The DfE have provided more details for parents:

<https://dfemedia.blog.gov.uk/2020/12/15/mass-testing-in-schools-your-questions-answered/>

Timetable

The school timetable has changed with a staggered and shortened lunch break to reduce contact between year groups. A template is below which will be explained in tutorials during the first week of term.

We expect this timetable to remain in place for the academic year and it will only need to be slightly adapted in the event of a partial lock down. It is our ambition to return to our former timetable with more interaction between year groups and time to socialise, as soon as it is safe to do so.

The school is open to students and staff from 0800 to 1800 Monday to Thursday, closing at 1700 on Friday. Students do not need to be in school when they are not timetabled for lessons.

Timetable during full opening

	Time	8.00	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00
MONDAY	EC		3	5	1	1 PDP (1-1s)	6	2		4	
	EMS 12			EF hw wk a E wk b F	EF wk a E wk b F	wk a Pastoral wk b Inspire	CD wk a C wk b D	LUNCH	AB wk a B wk b A	CD hw wk a C wk b D	
	EMS 13					CURRICULUM X 1	LUNCH	wk a Pastoral wk b Inspire			
TUESDAY	EC		2	4	6	6 PDP (1-1s)	1	5		3	
	EMS 12		A	C	GH wk a H wk b G	LUNCH	GH wk a G wk b H	EF wk a F wk b E		GH hw wk a G wk b H	drop in support
	EMS 13					CURRICULUM X 2	LUNCH			GH wk a G wk b H	
WEDNESDAY	EC		5 Live	4 Live	2 Live	1 or 6 Live	3 Live	PDP 1-to-1s, enrichment, sport			
	EMS 12			EC (4) - online	EC (2) - online	EMC SKILLS	G	LUNCH	PROBLEM SOLVING clubs and societies		
	EMS 13			EC4 / Comp Science Problem solving / Curriculum X 1	EC 2 / Maths Problem Solving / Physics Problem Solving	LUNCH	G		Curriculum X 2 clubs and societies inc Eng Speak Board		
THURSDAY	EC		5	3	1	6	4	2			
	EMS 12		F	H	EMC (1)	TUTORIAL	LUNCH	CD wk a D wk b C	AB hw wk a A wk b B	AB wk a A wk b B	
	EMS 13					Lunch	TUTORIAL				
FRIDAY	EC		4	2	6	1	3	5			
	EMS 12		D	B	LUNCH	E	EMC (2)				
	EMS 13										

Timetable if students attend for two days a week

Year 12 on Mon and Tue; year 13 on Thu and Fri; all other lessons online. The online lessons are likely to be reduced in length to 45 minutes with students completing more tasks independently. This is because sustaining concentration for longer than that online, repeatedly throughout the day, is likely to lead to exhaustion for everyone.

	5 min slots										
MONDAY	EC	3	5	1 (6 remote)	1 PDP	Lunch	2	4			
	EMS 12	H	E	EMC	LUNCH	TUTORIAL	B	D			
	EMS 13	H ONLINE	E ONLINE				B ONLINE	D ONLINE			
TUESDAY	EC	2	4	1 (6 remote)	(1-to-1s)	Lunch	5	3			
	EMS 12	A	C	EMC SKILLS	LUNCH	TUTORIAL	F	G			
	EMS 13	A ONLINE	C ONLINE				F ONLINE	G ONLINE			
WEDNESDAY	EC	Available for online work, intervention support, specialist activities (eg practical work, rehearsals, lectures etc), Wellbeing, Enrichment, Sport etc.									
	EMS 12	hw alpha	hw beta	college or free	Problem Solving	Pastoral	college or free	hw phy	hw CS		
	EMS 13	CURRICULUM X 1	Comp Science Problem solving	CURRICULUM X 2	Pastoral		Curriculum X 1	Curriculum X 2			
THURSDAY	EC	5	3	6 (1 remote)	6 PDP	Lunch	4	2			
	EMS 12	F ONLINE	G ONLINE				C ONLINE	A ONLINE			
	EMS 13	F	H	EMC	LUNCH	TUTORIAL	C	A			
FRIDAY	EC	4	2	6 (1 remote)	(1-to-1s)	Lunch	3	5			
	EMS 12	D ONLINE	B ONLINE				H ONLINE	E ONLINE			
	EMS 13	D	B	MA/PHY PROBLEM SOLVING	LUNCH	TUTORIAL	G	E			

Timetable if students attend one day a week

Year 12 on Mon or Tue (residential students Tue); year 13 on Thu or Fri (residential Thu); online lessons at all other times. The online lessons are likely to be reduced in length to 45 minutes with students completing more tasks independently. This is because sustaining concentration for longer than that online, repeatedly throughout the day, is likely to lead to exhaustion for everyone.

Time	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	4.30
5 min slots									
MONDAY	EC	3	5	1 (6 remote)	1 PDP	Lunch	2	4	
	EMS 12	GH	EF	EMC	LUNCH	TUTORIAL	AB	CD	
	EMS 13	H ONLINE	E ONLINE				B ONLINE	D ONLINE	
TUESDAY	EC	2	4	1 (6 remote)	(1-to-1s)	Lunch	5	3	
	EMS 12	AB	CD	EMC	LUNCH	TUTORIAL	EF	GH	
	EMS 13	A ONLINE	C ONLINE				F ONLINE	G ONLINE	
WEDNESDAY	EC	Available for online work, intervention support, specialist activities (eg practical work, rehearsals, lectures etc), Wellbeing, Enrichment, Sport etc.							
	EMS 12	hw alpha	hw beta	college or EMC skills	Problem Solving	Pastoral	college or EMC skills	hw phy	hw CS
	EMS 13	CURRICULUM X 1	Ma/Phy/CS Problem solving	CURRICULUM X 2	Pastoral		Curriculum X 1	Curriculum X 2	
THURSDAY	EC	5	3	6 (1 remote)	6 PDP	Lunch	4	2	
	EMS 12	F ONLINE	G ONLINE				C ONLINE	A ONLINE	
	EMS 13	EF	GH	EMC	LUNCH	TUTORIAL	CD	AB	
FRIDAY	EC	4	2	6 (1 remote)	(1-to-1s)	Lunch	3	5	
	EMS 12	D ONLINE	B ONLINE				H ONLINE	E ONLINE	
	EMS 13	CD	AB	EMC	LUNCH	TUTORIAL	GH	EF	

Timetable in the event of a full closure

Lessons are reduced in length to 45 minutes because it will be difficult to sustain concentration for longer than this online. We've also added longer breaks throughout the day to help sustain concentration in the lessons.

Students will need to complete more work independently than they would when they are in school and having longer lessons.

Time	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00
5 min slots								
MONDAY	EC	3	5	1	1 PDP (1:1s)	6	2	4
	EMS 12	GH wk a G; wk b H	35 min	EF wk a E wk b F	25 min	wk a Pastoral wk b Inspire	1 hr lunch break	CD wk a C; wk b D
	EMS 13					CURRICULUM X 1		
TUESDAY	EC	2	4	6	6 PDP (1:1 Col)	1	5	3
	EMS 12	A	35 min	C	25 min	GH wk a H wk b G	1 hr lunch break	drop in support
	EMS 13							CURRICULUM X 2
WEDNESDAY	EC	5 Live	4 Live	2 Live	1 or 6 Live	3 Live	PDP 1-to-1s, enrichment, sport	
	EMS 12		EC (4) - online	10	EC (2) - online	10	emc Skills	1 hr lunch break
	EMS 13	Comp Science Problem solving / Curriculum X 1	1 hr 15 min		Maths Problem Solving / Physics Problem Solving		G	10
THURSDAY	EC	5	3	1	6	4	2	
	EMS 12	F	35 min	H	25 min	EMC (1)	1 hr lunch break	TUTORIAL
	EMS 13							CD wk a D wk b C
FRIDAY	EC	4	2	6	1	3	5	
	EMS 12	D	35 min	B	25 min	E	1 hr lunch break	EMC (2)
	EMS 13							AB wk a A wk b B

Tissues



Please bring your own personal supply of tissues to school. Although we will have tissues available in school, it is better that you do not touch a box of shared tissues.

If you cough or sneeze, do so into a tissue, covering your nose and mouth, and then dispose of the tissue in the small tissue bin (there is one in each room).

Please then immediately wash your hands. If you get caught out by needing to cough or sneeze whilst a tissue is not within reach, you should cough or sneeze into your elbow instead.

Toilets

To limit the number of people sharing facilities, on each floor, we will allocate a toilet for year 12 and one for year 13. The ground floor toilet will be for visitors and members of staff. Please only use the toilet allocated to you. If it is already in use, please wait, standing at least 1m away from the door.

Before you flush the toilet, please ensure the toilet seat is down. Please make sure you wash your hands thoroughly afterwards.

Track and Trace App

The government are encouraging people to download the NHS Track and Trace App and keep it switched on when they are out and about so that they can be alerted if they have had close contact with a confirmed case. For this to work you will need your Bluetooth switched on.

In school, however, there is a risk that you will be alerted incorrectly. If, for example, you are within 2m of someone for more than 15 minutes but there is a perspex screen between you, the app will not know about the screen and may wrongly inform you that you've had a contact (it does not say when or where the contact took place). Similarly, if you leave your bag/phone in a classroom whilst taking a break outside, it will incorrectly warn you.

Given we have seating plans and will always be alerted when a positive case is confirmed, it would be better for you to **switch off the app when in school**. This will prevent you and others from having time away from school unnecessarily and will mean the COVID tests will not be wasted in unnecessary cases.

If you want to keep the app on in case you receive an alert, then you will need to **turn your Bluetooth off whilst in school instead**. Just remember to turn it on again when you leave!

We do respect that you may take a different view to us and want to keep the App on throughout the school day (or not use the app at all). This is your choice and we will respect whatever decision you make. No one will be penalised if the app alerts them during lessons or meetings.

Travel to and from School

By far the healthiest way for you to travel to school is under your own steam – either walking, cycling or running and we encourage you to do so, if you can.

For those that live too far away to have an active commute, we recommend that you travel in by car, if possible, but avoid the city-centre traffic by walking the final 20 minutes or so. Whether you decide to build a little exercise into your daily commute or not, please make sure you are not dropped off close to the school gates but pick a drop-off/pick-up point a few minutes away from the school. This is to avoid congestion and too many people in a small space at one time. If you are a residential student with too much to carry, please arrange a drop-off/pick-up time with Grace to enable us to stagger the times and prevent congestion.

Public transport should be your last resort. Not because social distancing will not be possible, but to reduce the number of users to enable those who really need it to make safe use of it. Transport is likely to become busier the closer you are to the city centre; you may

decide to get off your bus or train a little earlier than normal and walk the final part of your journey.

If you use public transport you will be required to wear a mask, please pay careful attention to our guidance in the “face mask” section of this document.

Visitors, including contractors

All visitors must be booked in advance and must be given the “instructions for visitors” information sheet prior to arrival (appendix D). This includes contractors, parents, University of Exeter and Exeter College staff and other people with whom we may have meetings.

Only essential visits should be made; whenever possible, meetings should take place online.

Water Coolers

Water coolers are a shared resource which you must take extra care over when using. If the water cooler is in use, please wait over 1m away or come back at a less busy time.

Hand sanitiser will be positioned near to each water cooler. Please use it prior to touching the water cooler and again after you have used it. Although washing hands is generally better than using hand sanitiser, we recognise that after washing your hands at the nearest sink, you will need to touch surfaces before you reach the water cooler. You therefore must use the sanitiser, even if you washed your hands not long before.

Windows

Windows must be kept open whilst the building is in use. Only if driving rain makes this impossible should they be close and then reopened as soon as possible. The first person in a room each morning should open the windows.

Although we want to maximise ventilation, windows do not need to be wide open to be effective. In cold weather, provided doors also remain open, a moderate sized opening (10 cm) is enough. In Fermat and Wiles only one of the three large windows needs to be open, providing the doors remain open too.

In rooms with air conditioning (Bose and Tutte), adequate ventilation will exist if this is switched on.

APPENDIX A: COVID 19 Case In School

If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.

Upon notifying a member of staff that staff member must complete a 1st aid record (held at reception), and alert SLT who will call the DfE Coronavirus (COVID-19) Helpline 0800 0468687 and make further referrals to agencies as appropriate, e.g. Riddor.

If a person is awaiting collection, they should be moved, if possible, to Nightingale. The lighting should be on to engage the ventilation system but the door to the rest of the school should remain closed. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the bathroom on the reception level. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Reception staff will put a notice on both the bathroom door and the door to nightingale to warn others not to enter.

If a member of staff caring for the person is unable to maintain a distance of 2 meters from them, that member of staff should wear a mask, as should the person with symptoms, if possible. PPE should be worn by staff caring for the person if they need to be in contact with them (e.g. delivering first aid). They must be familiar with these instructions for the safe wearing and removal of PPE: <https://www.youtube.com/watch?v=tTZvXudABCg>

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. This process will be completed by cleaning staff who must be advised that a symptomatic person has been in the area.

Those collecting the unwell person(s) (next of kin, Parents and guardians etc) should telephone reception on arrival. They should not be admitted to the building but wait for the unwell person to exit the building from the front door. A fresh, clean mask (available at reception) will be issued to the unwell person on leaving nightingale; they are expected to wear this where possible, in their movement to exit the building.

APPENDIX B: Emergency Evacuation Procedures

General Staff Instruction

This guidance serves as a supplementary annex to the main health and safety guidance on fire and emergency evacuation procedures detailed in the health and safety policy as required by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974

Fire procedures are posted throughout the School and can be found on exit routes normally adjacent to fire alarm call points. All staff must ensure that they are totally familiar with the various means of escape by walking the routes from the area in which they are normally deployed. Staff should know their assembly points, which are also indicated in the fire procedure for the building.

If you have to evacuate the premises:

Do exit quickly and calmly – maintaining a 1m distance where possible

Do not stop to collect personal belongings

Close doors behind you, but do not lock them

Do not use the lift

Do go directly to open air

Do go directly without stopping to your designated fire assembly point

On hearing the alarm staff must evacuate the building and go to the designated fire assembly point. On no account must they return to the building until informed by the emergency services that it is safe to do so.

Duties of Teachers

Teachers must supervise their classes leaving in an orderly manner – direct the students towards the rear staircase (the one-way system is not needed during an evacuation). Please instruct students to leave row by row in order to allow social distancing to be maintained.

Evacuation Procedure for those with disabilities

Wheelchair Users or those with mobility issues - Personal Assistant in Attendance (Buddy system)

On hearing the fire alarm, the Personal Assistant in attendance will, if situated on the ground floor or lower ground floor, evacuate the building with the wheelchair user by the nearest available exit and proceed to the assembly point. When situated on the first or second floor the attendant shall proceed with the wheelchair user to a predetermined location (Refuge Point) located on a stairwell. Once at this location, the personal assistant should stay with the wheelchair user, but must ensure that a message is relayed to a Fire Warden, who will then liaise with the Fire Service, giving the exact location i.e. lift lobby, or stairway, and floor level. An emergency telephone is situated at all Refuge Points.

Wheelchair Users or those with mobility issues

The Deputy Headteacher must ensure that the above procedure is known by the student and the Personal Assistant, and that the tutor or Personal Assistant has agreed the task of ensuring that the wheelchair user is situated safely in a fire resisting enclosure. Students and

staff who may have to wait at a Refuge Point are advised to obtain earplugs from the School Business Manager due to the sound levels of the alarm.

The Fire Service will normally be in attendance within approximately 3 to 5 minutes of receiving the call.

Duties of Fire Wardens and Evacuation Officers

These duties remain unchanged however all Fire Wardens and those appointed to assist in the safe evacuation of all students, staff and visitors present from the building are asked to respect social distancing where safe to do so.

During full normal opening, the top two floors will be swept by the first member of the admin who leaves their office (they will see the yellow fire warden jacket hanging by the water cooler); in the event of less than full occupancy (such as the partial opening in the summer of 2020), the in-school safeguarding designee will sweep the top two floors of the building. In all cases, the person on reception will sweep the lower two floors of the building.

The Headteacher, Deputy Headteacher, Assistant Headteacher and School Business Manager are Evacuation Officers for the school and are appointed to co-ordinate the entire evacuation process and liaise directly with the fire service on arrival.

Assembly point

The default assembly point used by EMS is on the green space, on the far side of the path outside Fermat-Wiles – This continues to be the point of assembly. Supervising staff should take care to assemble students sufficiently toward the far castle wall as to allow distancing to be maintained. Students must take care to remain 2m from those they are not in a class, household or accommodation bubble with.

Terror-threat:

In the event of a threat from terrorism or the like, we will only evacuate EMS if we believe it is the safest thing to do. It is unlikely that we will be able to maintain social distancing in this scenario.

In the event of evacuation we will assemble in a location decided on by the senior staff in the building at that time – the need to evacuate will be clearly communicated by that member of staff to all occupants along with the instructed assembly point if safe to do so.

Fire Drills

Fire drills / practice emergency evacuations will take place at the beginning of the new academic year and at other times if deemed necessary and appropriate. At this time any necessary drills will be done with extreme caution so as to preserve the protective measures in place (eg, social distancing, washing hands on entering the building etc)






All new staff and students must be informed of what to do in case of fire / emergency evacuation during their initial induction programme.

Fire Drills are extremely important in order that we may learn how to evacuate the School quickly and in an orderly fashion. It is important that all staff respond in a positive manner and set an example for students to follow.

At the end of a fire drill, students will be gradually dismissed from the assembly point so as to preserve separation of bubbles. Prior to this a fire warden will reopen all fire doors in the building to prevent others from needing to touch them.

APPENDIX C: ONE WAY SYSTEM

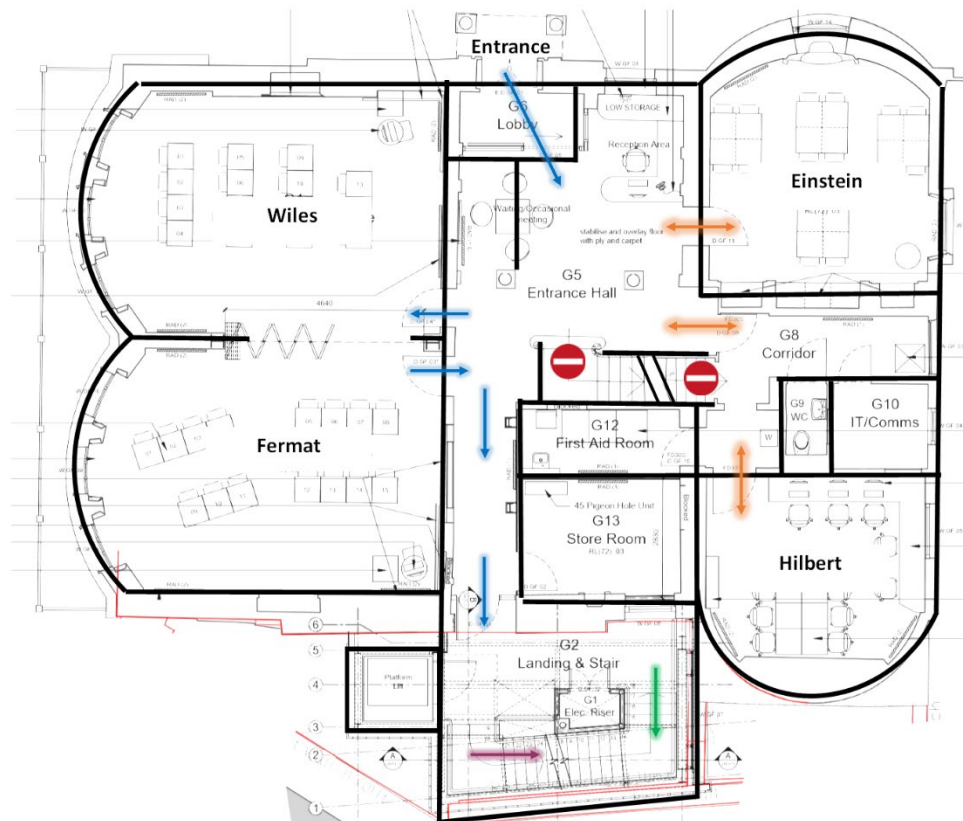
Basement

-  One-way
-  Two-way
-  Up
-  Down
-  Give way




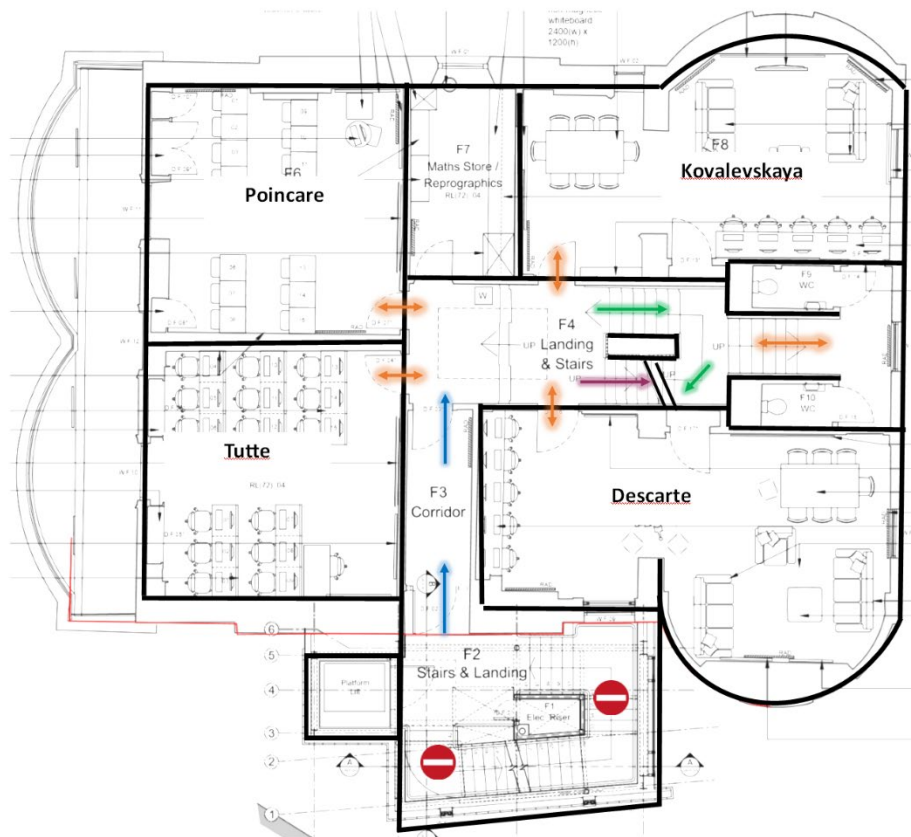
Ground Floor

-  One-way
-  Two-way
-  Up
-  Down



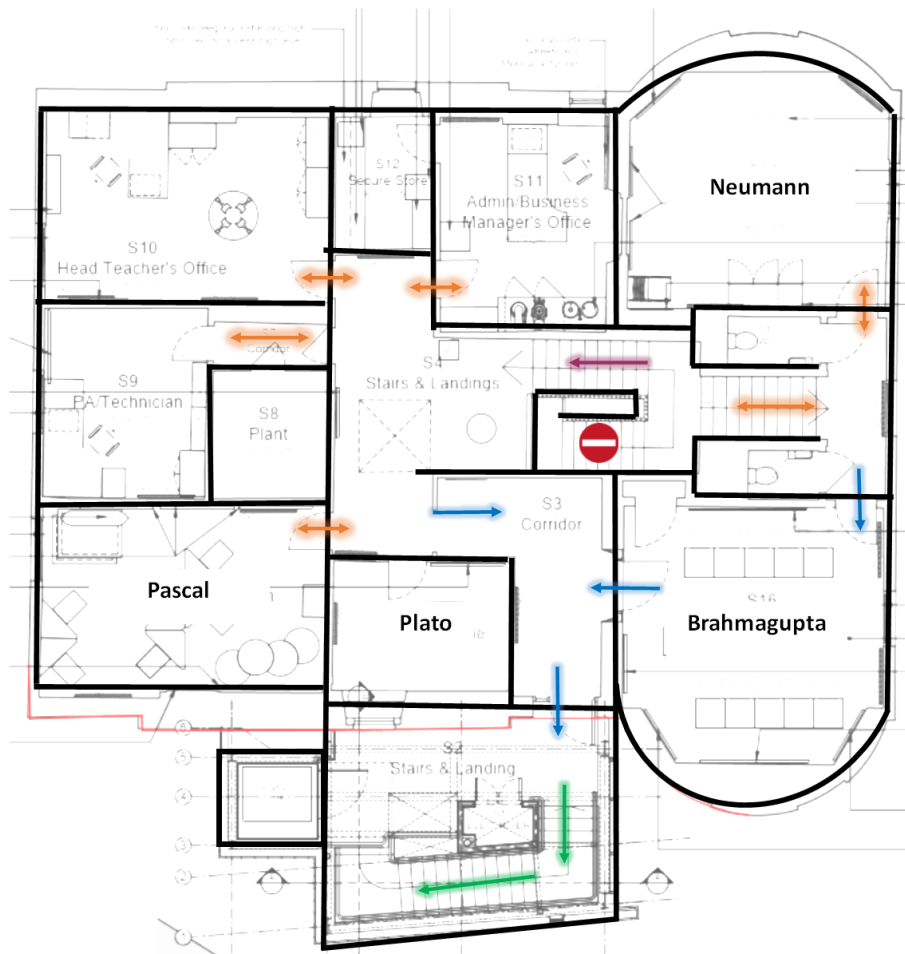
First Floor

-  One-way
-  Two-way
-  Up
-  Down



Second Floor

-  One-way
-  Two-way
-  Up
-  Down



APPENDIX D: guidance for visitors to Rougemont House (EMS) during COVID 19

This is additional information for visitors during COVID 19. It does not replace the normal safeguarding notices and method of working statement which are issued to contractors and other visitors

Arrival and Departure

When you enter the school, do so via reception. Before you enter, please remove and safely store away your gloves, if you have been wearing them.

On arrival, you will be asked to sanitise your hands.

Remove gloves → sanitise hands → enter reception

You should also wash your hands prior to leaving the building. Hand sanitiser will be available just outside the exit to enable you to sanitise after you have closed the door.

Our receptionist will sign you in and out of the building so that you do not have to touch a signing sheet that is used by others.

Lift

If you are likely to need to use the lift during your visit to the school, you must make this clear at the time of booking. It is not possible for users of the school lift to follow the one-way system. Although the lift will be cleaned at the end of each day for which it is used, it is not possible to clean it between each use within a given day. The following process must be applied when using the lift.

What you MUST do	What you must NOT do
Let the school know in advance if you have mobility issues which may require the use of the lift.	Use the lift for any reason other than mobility issues or the movement of goods.
Wash your hands before and after using the lift. If you are unable to access a sink, use the hand sanitiser which is available near the water cooler on each floor	Do not touch your face whilst using the lift or after until they are thoroughly sanitised.
Use the lift during timetabled lesson time.	Use the lift during break, lunch and immediately before or after school, when the footfall through the one-way system will be increased.

One Way System

Please pay attention to the signs in hallways, stairwells and corridors and the markings on the floors. A one-way system is in place to enable you to move safely around the building whilst **maintaining a 2m distance from one another**. On arrival, you will be given a map of the one-way system, please study this and make sure you understand it prior to moving through the building.

Handwashing

Handwashing is our best defence against spreading the virus to one another. Please use hand sanitiser when you first enter the school and wash your hands before and after using shared resources and after you have coughed or sneezed.

Face Masks

You are required to wear a face covering when using communal areas including reception and corridors. In a meeting, you may remove your facemask only if social distancing of 2m is possible.

APPENDIX E – Hand washing instructions



Source: World Health Organization

DANIELA SANTAMARINA/THE WASHINGTON POST

APPENDIX F – Coronavirus – when to stay away from school

Coronavirus symptoms include:

- A new, continuous cough (coughing a lot for more than an hour OR 3 or more coughing episodes in 24 hours)
- A high temperature (chest or back is hot to touch)
- A loss or change of sense of taste or smell

Close contact includes:

- Face to face contact with someone else (less than 1 metre away)
- Spending more than 15 minutes within 2 metres of someone
- Travelling in a car or other small vehicle with someone (even a short journey) or close to them on a place

Keep in touch with the school **daily** by contacting reception either way:

- Email enquiries@exeterms.ac.uk and/or Phone 01392 429020

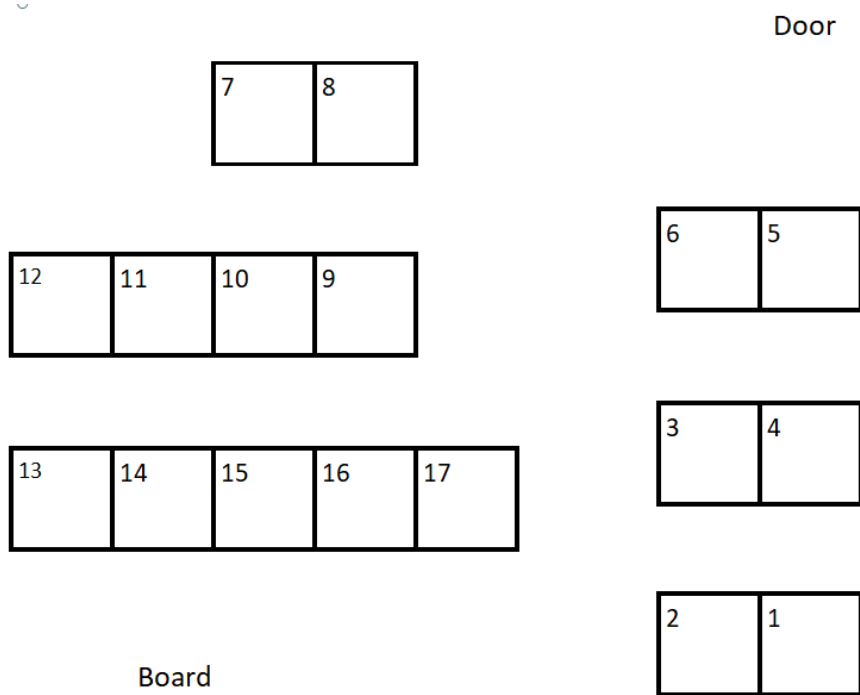
Situation		Actions	Notes
You have symptoms	You have not yet had a test	<ul style="list-style-type: none"> • Self-isolate – 10 days • Arrange a test 	Remain isolated for longer than 10 days if your temperature remains. Staff should provide a self-isolation note to the School Business Manager
	Your test is positive	<ul style="list-style-type: none"> • Self-isolate for 10 days from 1st symptoms OR until you have none of the following symptoms: <ul style="list-style-type: none"> - A high temp - A runny nose or sneezing - feeling or being sick - diarrhoea 	
	Your test is negative, but you continue to have symptoms	<ul style="list-style-type: none"> • Continue to self-isolate – 10 days 	
	Your test is negative, and you no longer have symptoms	<ul style="list-style-type: none"> • Return to school 	
Someone in your household /support bubble has symptoms	They have not had a test	<ul style="list-style-type: none"> • Self-isolate – 10 days 	Staff –contact School Business Manager to arrange a test Staff – provide a self-isolation note
	Their test is positive	<ul style="list-style-type: none"> • Continue to self-isolate for 10 days from 1st symptoms 	
	Their test is negative	<ul style="list-style-type: none"> • Return to school 	
Someone you have had close contact with, develops symptoms	They have not had a test	<ul style="list-style-type: none"> • Continue to attend school • Be vigilant to maintain social distancing • Be alert to developing symptoms 	
	They have tested positive	<ul style="list-style-type: none"> • Self-isolate – 10 days • Staff – provide a self-isolation note • DO NOT seek a test unless you have symptoms • Reduce contact with members of your household 	It is likely that you will be contacted and instructed by the track and trace system
	Contacted by NHS Test and Trace or the PHE advice service	<ul style="list-style-type: none"> • Self-isolate – as directed 	
You have tested positive for COVID-19 but have no symptoms		<ul style="list-style-type: none"> • Self-isolate – 10 days • Staff – provide a self-isolation note 	10 days, starting from the date of the test

APPENDIX G: Seating Plans

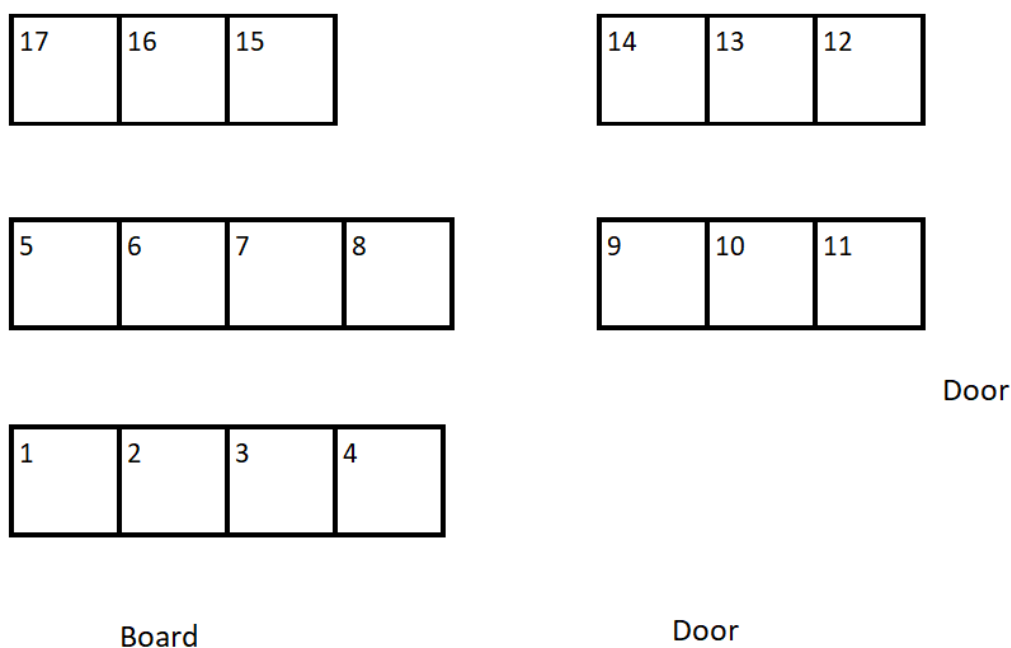
Please pay attention to the seating plans for the rooms you will be in regularly. Each student must sit in their allocated seat each lesson. This is to ensure that students sit close to the same students in each class to avoid the potential spread of the virus throughout the whole class.

Lower Ground Floor

Bose



Bell Burnell



Ground Floor

Fermat

1	2	3
---	---	---

16	17	18
----	----	----

6	5	4
---	---	---

15	14	13
----	----	----

7	8	9
---	---	---

10	11	12
----	----	----

Board

Door

Wiles

18	17
----	----

12	13
----	----

14	15	16
----	----	----

11	10
----	----

9	8	7
---	---	---

1	2	3
---	---	---

4	5	6
---	---	---

Door

Board

First Floor

Descartes

Door

17
18

16	9
15	10
14	11
13	12

8	1
7	2
6	3
5	4
	4b

Board

Kovalevskaya

1	8
2	7
3	6
4	5
4b	

9	16
10	15
11	14
12	13

Board

17
18

Door

Poincare

18	17	16	15	14
----	----	----	----	----

1	2	3
---	---	---

10	11	12	13
----	----	----	----

6	5	4
---	---	---

9	8	7
---	---	---

Door

Board

Tutte

6	5	4	3	2	1
---	---	---	---	---	---

Board

7	8	9	
12	11	10	

Window

Door

13	14	15	16	17
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Second Floor

Brahmagupta

Board

1	2	3	4	5
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12	11	10	9	8
----	----	----	---	---

6	7
---	---

Door

Door

13	14	15	16	17
----	----	----	----	----

Neumann

Board

15	16	17
----	----	----

14	13	12
----	----	----

11	10	9	8
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Door

1	2	3	4	5	6	7
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APPENDIX H: Additional Guidance for Boarding

The approach we are taking is to carefully balance the need to protect staff, students and their families from COVID-19 whilst maintaining a healthy living environment for students.

We will keep all our plans under review and adapt them in light of emerging advice, updated risk assessments and student and staff needs.

The shape of the boarding week:

Monday:

Arrival between 0900 and 1045, or store bags in school
Access from 4pm

Tuesday:

Depart before 9am
Access from 4pm

Wednesday:

Depart before 9am
Access from 4pm

Thursday:

Depart before 9am
Access from 4pm

Friday:

Depart before 9am
No access in the afternoon – store bags in school.

Household Bubbles

Students are organised into two household bubbles. One bubble will have Bill as their lead PAT and the other, Jade. Grace will work with students from both bubbles but whilst maintaining strict social distancing and COVID precautions. Whenever possible, Bill and Jade will remain socially distanced from the students they work with and students are encouraged to do the same with one another.

Each household bubble will contain students from two different form groups: one year 12 class and one year 13 class. This is to keep groupings as consistent as possible between the daytime and evenings.

It is important to acknowledge that bubbling is not a perfect solution: you are each going home to different households and some of you will have lessons at Exeter College or need to break from your form group for particular options. It is therefore important that you pay close attention to personal hygiene, taking care of the environment, and maintaining distance from one another as far as possible. Each of these cautious actions will play a part in reducing risk.

Social distancing in Molly Hayes

Whilst socialising will be possible, students and staff will need to socially distance whenever possible. To support this, the number of people in a large kitchen must not exceed eight, the number in a small kitchen must not exceed six; students must have no more than one friend in their bedroom at a time.

Spacing markers in corridors and shared areas will make social distancing easier. Students and staff should check the corridors before coming out of their room and wait if another person is passing by.

Windows will be kept open (whenever possible) whilst the building is in use to improve ventilation.

No visitors will be permitted in Molly Hayes or Rougemont House during residential time. If parents or friends of residential students wish to meet up with them, they will need to do so off site. This includes other EMS students.

Signs will be put up to remind students to use tissues and place them in a bin.

In the mornings, kitchens will only be used by those in the flat it is attached to. This is to make social distancing possible.

Three kitchens will be used to prepare evening meals. Six kitchens will be used for eating meals (the large and small kitchen on the floor it is prepared in). Staff who are supervising the preparation of the evening meal, will do so whilst maintaining a distance of 2m from the students they are supporting. The member of staff may demonstrate cooking skills in their allocated food preparation area, the students will then prepare food in a separate area of the main kitchen.

Students and members of staff must only use their own bathroom and toilet. Although students can socialise with one other friend whilst in their room, the friend must not use their toilet and must return to their own room for a comfort break.

We will conduct a fire drill during the first two weeks of term to ensure that students are able to evacuate safely whilst maintaining social distancing.

Social activities

The residential staff will consult with students on the type of social activities they would like to see. This may include using the main school building for some events in addition to outside areas.

Going off site

Whilst we encourage students to make use of the outdoor space in the evenings, we ask that you do not eat out at a restaurant, cafe or pub etc. If you wish to have a take-away meal, this is fine. This is to reduce the likelihood of spreading contamination during your time at EMS.

If students leave the site in the evening, they must do so in small enough groups to maintain social distancing. If students are using Rougemont Gardens to play frisbee, football or other organised games, this is acceptable in a large group because you will be treated as a "household bubble" during your time in our care. At all other times, for example, when going for a walk, to make maintaining social distancing easier, we recommend you are in twos or threes.

Please ensure you have an adequate supply of facemasks to comply with government guidance on wearing masks in public (transport and in shops and other indoor public spaces) without the need to reuse masks which have not been washed.

Food and Drink

Only allocated kitchens are to be used, which will be cleaned thoroughly each day.

Students will be given their own kitchenware for breakfast time to reduce risk of cross contamination. This will be kept within their room and must be cleaned immediately after use and returned. For breakfast and lunch preparation, students must only use the kitchen which is attached to their flat. If they need to prepare food for lunchtime, they must use their personal kitchenware and clear up thoroughly afterwards.

The three large kitchens will be used to prepare the evening meal. The shared kitchenware will be cleaned in a dishwasher at a high temperature each day. All kitchens will be used for consuming the evening meal to enable social distancing.

Students and staff will be trained in the procedure for using shared facilities such as fridges and sinks etc (hand washing, use of paper towels to handle surfaces etc). Surfaces which are frequently touched such as light switches, fridge doors, and taps will be cleaned by members of staff each day. All year 12 students will complete their food hygiene certificate at the start of the school year to support them in adopting hygienic practices. Year 13 have already completed this certificate.

Social distancing must be maintained when preparing food individually or for a household bubble. Each person preparing food will have an allocated area to work in which must be thoroughly cleaned after use.

If students or staff bring their own food from home, this should be stored in their own room. If the food needs to be refrigerated, it can be stored in the fridge of the kitchen attached to their flat but must be clearly labelled. On a Friday, the contents of the fridges must be emptied to allow for cleaning. Any food which remains in the fridges will be disposed of.

Further expectations of students

The following points are a change from our normal routine at Molly Hayes and are in place to maintain high hygiene standards and minimise the risk of spreading viruses

Students must empty their bins each day.

- Students should bring a tea-towel for their personal use whilst staying at Molly Hayes
- Students must only use the washing machine in their own flat and clean before and after use.

Additional cleaning

On arrival to Molly Hayes, hand sanitiser must be used. Students and staff must wash their hands before and after using shared areas such as the kitchen in Molly Hayes.

Residential staff will clean the shared kitchen facilities each evening in preparation for use the following morning. They will also clean frequently touched surfaces such as light switches and door handles to communal rooms. Students must all be in their rooms by 10pm to enable staff to have time to complete these tasks before lights out.

During waking hours, doors will be propped open to reduce the number of people touching surfaces.

Bins will be emptied daily, and spare tissues will be provided in communal areas for those who forget to bring their own.

Students are expected to keep their rooms clean and will be provided with appropriate products to do so (antibacterial cleaner, vacuum cleaners etc). Staff will support this more actively than in the past: room inspections will enable them to identify those who need additional support to be able to take care of their room.

Developing symptoms whilst at school or Molly Hayes

If anyone develops symptoms during the working week, they will be required to self-isolate and we will contact Public Health England (PHE) and follow their instructions.

When we contact PHE we will share information such as seating plans, class bubbles, accommodation bubble and room plans. It's important that you remain in the bubbles we have allocated to ensure that this information is accurate.

We are likely to be advised to do one of the following:

1. Students in the household bubble are kept isolated for 48 hours
2. Students in the household bubble are sent home to isolate for 48 hours

Whilst the advice may be different, it's important that we are prepared for both of the above situations. Families must be prepared to come to school to collect students from accommodation at any point throughout the week. If for any reason, they will not be available, they must arrange for an alternative responsible person to be available and let the school know who that is in advance.

The school will draw up a contingency plan for the case of needing to isolate a group of students in accommodation throughout Friday and Saturday. This will include ensuring they are able to access learning remotely and are adequately supervised and supported by members of staff.

Travelling home when there is a confirmed or suspected case

Public transport must be avoided if a member of your household/bubble has COVID-19 or has COVID-19 symptoms. In either case, it is likely that residential staff will contact parents to arrange for students to be collected from accommodation and taken home.

We will always let parents know as soon as we have students isolating at Molly Hayes but may not be able to confirm that collection will be required until Friday, particularly if we are awaiting the outcome of a test. It is therefore important that we always have a number we can contact a parent or guardian on whilst students are in accommodation.

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