

## APPENDIX A: SCHOOL & SETTINGS REOPENING ACTION PLAN

Ref.	Focus	Action/ Related Procedure	Date of Completion	Responsible/ Lead (name)
	<p>Organisation of the school and setting day, week and rotas</p> <p>Learners organised into bubbles/pods and rotas determined</p>	<ul style="list-style-type: none"> <li>• How will Learners and classes be organised?</li> <li>• (ELC) – how many groups of children can be accommodated within the nursery setting, and how many children and adults will make up each group?</li> </ul>		
	<p>Non-face to face learning activity determined</p>	<ul style="list-style-type: none"> <li>• Which days will not be face to face learning?</li> </ul>		
	<p><u>Communication of Plans</u></p> <p>Plans discussed with all staff.</p>	<ul style="list-style-type: none"> <li>• How and when will the plans be communicated to staff, parents and learners?</li> </ul>		

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	<p>Plans communicated to parents.</p> <p>Plans communicated to learners.</p>			
	<p>Timings: staggered times, start and end of day, break times and lunch times.</p>	<ul style="list-style-type: none"> <li>• Will start and end of the day be staggered? (Need to consider the implication for parents/carers if the Learners are in different stages)</li> <li>• How will break times and lunch times be staggered?</li> </ul>		
	<p>Organisation of school and setting spaces / facility</p>	<ul style="list-style-type: none"> <li>• How will Learners and classes be organised?</li> <li>• (ELC) – how many groups of children can be accommodated within the nursery setting, and how many children and adults will make up each group?</li> <li>• Which spaces will be used for teaching and learning?</li> <li>• Which spaces will be used for the storage of furniture and resources?</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Which spaces will be used as isolation areas for anyone presenting symptoms?</li> <li>• Which practical classrooms can be used and what will be their capacity? (Secondary)</li> <li>• How will large spaces (halls etc) be used?</li> <li>• How will the staffroom be set up to ensure safe distances?</li> <li>• How will outdoor learning be used to help increase separation? What resources are needed to facilitate this?</li> <li>• What resources and equipment (which cannot be cleaned easily – indoor or outdoor) will need to be removed from classrooms / settings?</li> </ul>		
	Building orientation and flow	<ul style="list-style-type: none"> <li>• Can different entrances be used for different classes / year groups?</li> <li>• What signage / floor markings are required to communicate / reinforce the new arrangements?</li> <li>• How will orientation be managed?</li> <li>• What signage is required in school?</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Can a one-way system be established in corridors? What will this look like? Use of outdoor routes should be considered. Which entrances / exits will be used by Learners?</li> <li>• What impact will the use of additional entrances / exits, and outdoor routes have on physical building security? How will this be managed?</li> </ul>		
	Managing of Visitors / Managing Reception	<ul style="list-style-type: none"> <li>• Which visitors will be allowed on site?</li> <li>• Where will parents gather at the start and end of the day?</li> </ul>		
	Office organisation	<ul style="list-style-type: none"> <li>• How any members of staff allowed in each office?</li> <li>• Is a rota needed?</li> <li>• Does furniture need to be removed?</li> <li>• Where are allocated resources for staff use stored</li> <li>• Are instructions around safe use of printers and copiers clearly displayed?</li> </ul>		
	Resources	<ul style="list-style-type: none"> <li>• Will trays of equipment be provided per child?</li> </ul>		

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		<ul style="list-style-type: none"> <li>• What will this include?</li> <li>• Will there be collections of equipment for use by bubbles for PE and outdoor learning? Will these be rotated? What will cleaning regime be for this equipment?</li> </ul>		
	Toilets	<ul style="list-style-type: none"> <li>• How will access to each toilet area be managed?</li> <li>• What signage is required outside toilets?</li> <li>• How will hand washing (for younger Learners) be supervised?</li> <li>• What mechanisms can be put in place to manage access to staff toilets?</li> </ul>		
	Catering & Dining	<ul style="list-style-type: none"> <li>• Will lunches be brought to classrooms or will bubbles/ pods collect from collection points?</li> </ul>		
	Evacuation Procedures	<ul style="list-style-type: none"> <li>• Are any changes to the fire evacuation procedures required? How will these changes be communicated to all building occupants?</li> <li>• Which areas can be used as muster points to support physical distancing?</li> </ul>		

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	Health and Hygiene	<ul style="list-style-type: none"> <li>• Will there be enough paper towels, soap and waste bins provided?</li> <li>• Which room will be designated as the symptom waiting space?</li> <li>• Where will the sanitisation stations be?</li> </ul>		
	Cleaning Routines	<ul style="list-style-type: none"> <li>• How will cleaning of items/resources, that are deemed to be the responsibility of local school/ setting staff, be organised?</li> <li>• Which areas of the school/ setting will require special attention for cleaning?</li> <li>• Should any areas of the school/ setting be put out of use due to difficulties with ensuring appropriate cleaning?</li> </ul>		
	Other 1	•		
	Other 2	•		
	Other 3	•		
	Other 4	•		
	Other 5	•		