

Suntrap Forest Centre

Covid protocol for school visits



Upon arrival

Schools will:

- Confirm that their setting is 'Covid free' and everyone on the visit is in good health and not showing any signs of Covid-19
- Advise if staff and students have had a negative result from a Lateral Flow Test within 48 hours of attending site
- The leader of each group will check in using the on site QR code
- Receive a comprehensive briefing highlighting their responsibilities
- Be reminded of the importance of good personal hygiene and their obligation to report any illness to Suntrap staff

Suntrap staff will:

- Meet their group outdoors and lead them to their classroom base
- Brief the group on the covid protocols

During the visit

Everyone 12 years and over will:

- Wear a face covering when inside a building on site, unless they are eating or drinking

Pupils will:

- Not mix with any students from any other bubbles
- Will have assigned toilet facilities avoiding the need to interact with other student bubbles

School staff will:

- Be responsible for ensuring pupils follow the covid protocols in place on site

Residential facilities

- Pods and The Lodge will be cleaned and sanitised prior to occupancy
- The residential facilities will be used exclusively by one school bubble at a time

General operational protocols

Suntrap will ensure that:

- Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms
- Contractors and visitors are limited to essential services only, and that their operations are aligned with the Government's 'Covid-19 Secure' guidance.
- Fire risk assessments are reviewed to ensure they remain effective and comply with guidance on social distancing, adjusting where necessary 'fire assembly points' to maintain social distancing

- The number of people permitted in each building at any one time has been calculated to ensure social distancing can be maintained in line with the current government guidance
- That where surfaces require disinfecting, we will use an antiviral disinfectant that is effective against Coronavirus; certified to European standards BS EN 14476 and BS EN 1276
- Hand sanitiser is available at the reception office, and must be used by everyone entering the premises to reduce the risk of transmission
- Every classroom has hand washing facilities
- Signage will be placed in prominent areas to remind everyone to maintain social distancing and wash their hands regularly
- Locations with a potential for congestion (corridors outside toilets) will be supervised by an adult to ensure that social distancing guidance is adhered to
- Doors, and windows will be open as much as possible unless they are designated fire doors
- Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while at Suntrap, we will provide appropriate PPE for school staff to use

Ensure staff:

- Undertake twice weekly lateral flow tests
- Only to come into work if they are well and no one in their household has tested positive or displaying symptoms of covid 19
- Are made aware of their obligation to report any illness and are reminded of the importance of good personal hygiene
- Are kept updated and regularly monitored on all procedures
- Avoid using hot desks and spaces, where this is not possible, cleaning and sanitising workstations will be undertaken between different occupants

Measures to mitigate the spread of Covid;

- Activities have been modified to ensure they can be conducted to adhere with guidelines and prevent any interaction with other schools, including the suspension of any Suntrap animal handling activites
- Equipment will be washed between use by different school bubbles. Where equipment cannot be washed it will be quarantined for 48 hours before being re-used
- The Operation RA Covid-19 outlines the action to be taken in the event of someone (staff, guest, visitor) showing signs of Covid-19