



The Government has published numerous COVID-19 guidance documents since the outbreak began. The list below sets out the key documents which the school has drawn on to write the quarantine provision risk assessment.

- A. Guidance for full opening: schools
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- B. Safe working in education, childcare and children's social care
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- C. Safe working in Education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- D. Guidance for schools: coronavirus (COVID-19)
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=eda524da-454d-4c76-a010-26aae04dd5a0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily
- E. What to do if a pupil is displaying symptoms of coronavirus (COVID-19)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf
- F. Entering the UK
<https://www.gov.uk/uk-border-control/before-you-leave-for-the-uk>
- G. How to quarantine when you arrive in England
<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>
- H. Face coverings in education
<https://www.gov.uk/government/publications/face-coverings-in-education>
- I. Test to Release for international travel
<https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel>

- J. Quarantine arrangements for boarding school students from red list countries
<https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries>
- K. COVID-19: cleaning of non-healthcare settings outside the home
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- L. Guidance on isolation for residential educational settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

Area for consideration	Concern	Control Measures
Pupils arriving at school	Infection risk of girls travelling and arriving on site. Managing luggage and arrivals	<ul style="list-style-type: none"> • All pupils will require proof of a negative COVID-19 test result to travel and to complete a Passenger Locator Form. Parents have been advised of the pre-travel requirements and are responsible for completion. • Pupils will travel from the airport in separate taxis and will be met at school on arrival. Taxis will be directed with signage to the Mary Breen Courtyard to drop off. • Pupils must adhere with government guidance for travelling in taxis from the airport to school. • Two pupils are arriving a day early (Sat 10 April); three pupils are arriving a day late (Mon 12 April). Accommodation is carefully spaced out and takes these factors into account. • Pupils are advised to bring a bag or suitcase for the week. The remainder of pupils' luggage will be stored in the Pastoral Centre foyer for 72 hours then moved as necessary. There will be no trunks to manage. • All staff will remain socially distanced at all times, and wear masks in line with the school's policy on face coverings. • Pupils will be escorted individually to rooms immediately on arrival. • Parents dropping off and wishing to use the bathroom facilities will be directed to the Pastoral Centre single bathroom. Staff on duty will inform Housekeeping so that it can be cleaned after use.
Testing	Test requirements before travelling Arrangements for tests on days 2 and 8. Arrangements for test-to-release on day 5. Pupil receives positive test result.	<ul style="list-style-type: none"> • Parents informed of testing requirements as follows: <ul style="list-style-type: none"> ○ Proof of negative COVID-19 test required to travel (taken less than 72h before travelling) ○ Tests for days 2 and 8 to be booked in advance of travelling by parents

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	Day 5 test result returns late, are void or need redoing	<p>and sent to school. World Travel Clinic also offers this service and details have been sent to parents.</p> <ul style="list-style-type: none"> ○ Test-to-release on day 5 will be arranged and managed by the school with World Travel Clinic. A representative will visit the school site on Day 5 to carry out the tests; they will be met by a member of school staff at Reception and escorted to the Pastoral Centre Foyer to carry about the tests. The member of staff will remain with the tester throughout for safeguarding reasons but will also ensure that pupils have sufficient privacy for the test. The member of staff will escort the tester back to Reception to sign out once the tests are completed. • Head of Boarding to take responsibility for ensuring all tests are completed on the correct days and sent on the same day to testing companies. • All pupils to use same test-to-release test on day 5 (provider: World Travel Clinic). • Three girls will need to test on Sat 17 April owing to arrival a day later; rooms to be chosen to minimise disruption. • If a pupil tests positive, they will need to go to a guardian and will be restricted to their bedroom until they are collected. Staff to wear extra PPE (gloves, apron and medical mask) when taking and collecting meals or cleaning, and the bedroom will be deep cleaned after the pupil has departed in line with government guidance for cleaning in non-healthcare settings. If the pupil is unwell then the school doctor will be telephoned for advice, and the positive result will also be reported to Public Health England and NHS Test and Trace. • Test results are anticipated the following day for the Day 2 and Day 8 tests, and the same day for the Day 5 test. The last pupils will complete the day 5 test on Saturday 17 April, 24 hours before the rest of the school returns. If any of these tests need to be redone, or if there is a delay in the results, the option of accommodating a girl in Arrowsmith (Mary Ward Courtyard) may be used. In the unlikely event of more than one girl requiring accommodation, the Chimneys 3 area in the main building can be used.
Accommodation and housekeeping	Government requirements for bedroom and bathroom facilities. Cleaning and sanitising of bedrooms, bathrooms and corridors.	<ul style="list-style-type: none"> • Pupils will be accommodated in single en-suite rooms in the Mary Breen Courtyard. There will be no use of shared facilities such as common rooms or kitchens. There will be two members of staff on duty at all times,

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	<p>Avoiding congestion in corridors and contact with housekeeping staff</p> <p>Cleaning and sanitising measures to remain COVID-safe</p> <p>Drop off and collection of pupils' laundry, including sheet change</p> <p>Contingency cleaning</p>	<p>including a member of staff sleeping in the accommodation overnight.</p> <ul style="list-style-type: none"> • Rooms will be cleaned every day in accordance with government guidance. Pupils will have supervised time outside on a rota basis whilst their bedrooms are cleaned. • Laundry arrangements: Pupils' washing should be left in red bags outside the bedroom door every day (red bags will be provided in rooms) and will be returned the next day Towels will be provided and changed regularly Bedlinen will be changed on Wednesday 14 April. • A beanbag and a yoga mat will be provided in each room as an alternative to the desk chair and the bed. • Measures are in place to safeguard the laundry staff in line with government guidance, including appropriate PPE for handling soiled laundry and social distancing. • If a pupil is a suspect or a confirmed COVID-19 case then Housekeeping will be immediately informed and all identified risk areas will be deep cleaned. If Housekeeping is not available, the area(s) will be sealed off temporarily. The pupil's laundry will be double bagged with a red outer bag, which will be washed in accordance with government guidelines.
Catering and meals	<p>Provision for meals, drinks, snacks and treats</p> <p>Contact between quarantining pupils and catering staff</p>	<ul style="list-style-type: none"> • Regular and well-spaced meal timings: Breakfast: 0900 Lunch: 1300 Tea: 1600 Supper: 1830 • A travel kettle, hot drink supplies and bottles of water and squash will be provided in each room and replenished daily. Other treats will be provided during the week. • Menu options for each day so that pupils have some choice over meals and can also state likes and dislikes. Catering are aware of each pupil's existing

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		<p>dietary requirements and allergies.</p> <ul style="list-style-type: none"> • “Remote SMASH” will also be available, with a tick list of items. The list can be left outside the bedroom door in the morning for delivery later in the day. Purchases will be billed to pupils’ SMASH accounts. • Meals will be plated up in the kitchen of Charlotte House to ensure high quality and hot enough, then left on trays outside each room by the catering staff, assisted by the quarantine staff. A “knock and walk away” procedure will ensure that there is no contact between pupils and staff. Seconds will be offered at each meal by quarantine staff. • After their meal, pupils must leave their tray (including all crockery and cutlery) outside the bedroom door. Catering staff will then collect trays and use dishwasher in Charlotte House kitchen for pupils’ crockery and cutlery. Larger items (serving dishes etc) will be washed in the school kitchen. • Meals for all staff working on quarantine provision will be provided. Staff must continue to adhere to the requirements of social distancing and cannot eat communally.
Activities	<p>Contact between pupils and / or staff</p> <p>Boredom and isolation, potentially leading to poor mental health</p> <p>Quarantine guidance from government on outdoor activities and use of communal spaces</p>	<ul style="list-style-type: none"> • Staff and pupils will be briefed in advance about social distancing requirements and reminded regularly. • Government advice on shared spaces and outdoor exercise whilst in quarantine will be strictly adhered to. • Programme of activities devised for pupils, including outdoor exercise. The activities not compulsory but pupils are encouraged to join in. • All pupils must vacate their room in the mornings to allow for housekeeping and cleaning. Outdoor time in the afternoon is not compulsory but is strongly encouraged. • Registration for all pupils three times a day, which will be recorded by staff on duty. This can be in the form of a conversation through the bedroom door or seeing the pupil on Teams. An extra check will be carried out and recorded at 10.00pm each night. • Pupils are encouraged to bring books, schoolwork and hobbies with them as well as taking part in the timetabled activities and spending time outdoors each day.

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		<ul style="list-style-type: none"> • A computer will be provided in each room, with entertainment including a Netflix account with family restrictions, retro arcade gaming apps (and a controller), and the ability for pupils to play against each other. The computer will have a webcam and access to Skype, Zoom and Teams. • A yoga mat and an umbrella will also be provided for each pupil
Health, wellbeing and illness (physical and mental)	<p>Opportunities for fresh air and outdoor exercise</p> <p>Mental health support</p> <p>Protocol for dealing with a suspected case of COVID-19.</p> <p>Management of routine illness (non-COVID)</p> <p>Dispensation of routine medication</p>	<ul style="list-style-type: none"> • Pupils will be permitted outside twice a day for a half hour period for exercise and fresh air. A rota will be in place for pupils to move outside and back inside. The rota will be staggered in order for pupils to appropriately social distance from each other. • Pupils must move outside in the morning in order for rooms to be cleaned. The afternoon exercise time is not compulsory but is strongly encouraged. • Government guidance for outdoor exercise will be strictly adhered to. There will be a clearly marked area for exercise for quarantine pupils only, and on-site staff have been briefed that this is out of bounds. • Registration for all pupils three times a day, to be recorded by staff on duty. This can be in the form of a conversation through the bedroom door or seeing the pupil on Teams. An extra check will be carried out at 10.00pm each night. • If a pupil displays symptoms of COVID-19 or has a positive test result, they will be immediately confined to their bedroom. The duty member of SMET and the pupil's parents will be informed, and if the test is positive, they will be required to go to a guardian. The pupil must remain in their room until they are collected, and all staff are required to wear gloves and aprons in addition to masks. Public Health England will be contacted and the test result reported to NHS Test and Trace. The School will also carry out its own contact tracing procedure. If the pupil is unwell then the school doctor will be consulted, or NHS 111 / 999 in an emergency. After the pupil has departed their bedroom and other risk areas will be deep cleaned. • If a pupil is unwell with non-COVID symptoms, homely remedies such as paracetamol will be available from the staff on duty. A first aid kit will be located in the office hub in Charlotte House, and the school nurse and doctor will be on call (although not on site). Pupils should not bring their own homely remedies and should hand in any medication to the quarantine staff on arrival, who will ensure that it is dispensed and recorded. • Pupils who are struggling for any reason are encouraged to talk with the

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		<p>members of residential staff on duty, the Head of Boarding or the Pastoral Deputy Head. A list of further contacts (Childline, The Mix, the independent listener and so on) will also be provided as part of the quarantine handbook.</p>
Staffing	<p>Staffing including DSL / SMET on call Social distancing of staff Staff who show symptoms of COVID-19 Office arrangements Communication and training Staff wellbeing</p>	<ul style="list-style-type: none"> • Staff rota to ensure balanced distribution of duties. The quarantine provision will be overseen by the Head of Boarding, with the Pastoral Deputy Head on call throughout. • The Pastoral Deputy Head is the Designated Safeguarding Lead and will be on call during the quarantine week. The Senior Deputy Head and the Bursar are also qualified safeguarding leads and can deputise in the case of illness or absence. • A member of staff will be sleeping in Charlotte House staff flat throughout the provision. Pupils and parents will be notified of the details of the member of staff. • All staff to confirm that they have read and understood the government guidance on quarantine and the risk assessment. The Pastoral Deputy Head will brief the quarantine team before the first pupil arrives on site. • The Charlotte House kitchen will be set up as a quarantine office space, including IT facilities, mobile phone and a desk. Walkie-talkies and phones will be provided for staff on duty. • All staff will continue to test twice weekly in line with current government guidance for educational settings. • Staff with symptoms of COVID-19 must not come to work and should seek an NHS PCR test. They must inform the Head of Boarding immediately, who will inform the Pastoral Deputy Head, and contact tracing will be carried out. Cover for the absent member of staff will be arranged, and they should inform the Pastoral Deputy Head of the test result as soon as possible. If a member of staff tests positive for COVID-19 it will be reported to Public Health England and NHS Test and Trace. • All staff are encouraged to raise any concerns with the Head of Boarding or the Pastoral Deputy Head in order to engage in conversation to support and reassure staff
Communications	<p>Advance communications with pupils and parents Communications with pupils during the quarantine period</p>	<ul style="list-style-type: none"> • The quarantine risk assessment and handbook will be sent to parents and girls before arrival. A further copy of the handbook will be placed on the

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	<p>Communications with parents during the quarantine period</p> <p>Reporting any concerns about adherence to protective and preventative measures</p> <p>Access to the quarantine accommodation (staff and pupils)</p>	<p>noticeboard in each bedroom.</p> <ul style="list-style-type: none"> • The quarantine@st-marys-ascot.co.uk email address will be available for pupils and parents to use during the quarantine period to communicate with staff on duty. The email account will be checked regularly throughout the day and evening during the quarantine period. • Each member of staff on duty will be required to carry a school mobile phone, and pupils and parents will be provided with the numbers. Staff on duty will also have walkie-talkies for swift communication. • Pupils should use Teams as the main method of contacting the member of staff on duty. They can also use the school mobile phone numbers or the quarantine email address for less urgent matters. Staff on duty will have Teams open in the office hub (in Charlotte House) and on an iPad overnight, so that they are able to be contacted at all times. • In an emergency <u>only</u> pupils in Charlotte House can knock on the door of the kitchen in Charlotte House, which will act as the staff hub, or on the door of the staff flat (Charlotte House room 3) overnight. Pupils in Helen House can knock on the outside door of the Charlotte House flat overnight, and will be briefed on this as part of their induction. There will be a notice on the outside door of the Charlotte House flat. • Staff are encouraged to contact directly the Senior Deputy Head or the Bursar with any concerns as soon as possible. If staff are not content with any COVID-19 secure measures and their concerns are not properly dealt with, the school has a Whistleblowing Policy in the Staff Employment Manual. • Pupils are encouraged to directly contact the Head of Boarding or the Pastoral Deputy Head with any concerns as soon as possible. • Staff ID badges will enable them to gain access to the two houses being used for quarantine. Pupils will be escorted outside by staff and do not need

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		to have separate access. If the houses were to be evacuated (such as in the event of a fire alarm) then staff will escort pupils individually back to their rooms once it is safe to return.
Estates, maintenance, fire and other emergencies	Adequate ventilation in all rooms Maintenance issues with individual rooms Fire procedures Contact with visitors and / or staff resident on site	<ul style="list-style-type: none"> Each bedroom in the MBC has a window which opens. Bedrooms will be cleaned and aired daily. A spare room in each house will be available in case of a maintenance issue with a pupil's bedroom. The pupil will be moved immediately to the spare room and the estates team will put on PPE before entering the pupil's empty room and ensure safe disposal afterwards. Fire procedures: All staff and pupils will be briefed that if the fire alarm goes off they should exit the building immediately. No fire drills (except the Monday morning test) are planned during the quarantine period. The Fire Assembly Point on the field between the Mary Ward Courtyard and the Mary Breen Courtyard will be clearly marked and indicated to pupils on arrival. A Fire Notice will be displayed in each room and procedures explained to pupils individually on arrival. The Monday morning alarm test reminder will be included on the notice and given verbally the night before by the staff on duty. The quarantine accommodation and recreation areas will be clearly marked so that staff resident on site or visitors do not enter. The area will be out of bounds to all except those working there. Staff to be informed by the Pastoral Deputy Head at the Wednesday Staff Meeting and reminded by the Bursar via email before the quarantine provision begins.
Personal protective equipment (PPE)	The school's policy on the wearing of face coverings Other PPE	<ul style="list-style-type: none"> Pupils and staff to adhere to the school's Face Covering Protocols for pupils and for staff. Further PPE is not necessary for staff unless a pupil has symptoms of COVID-19 or tests positive for COVID-19, or if a pupil from a "red list" country is in quarantine (see below). A stock of further PPE of gloves and apron will be provided and should be used according to government guidance.

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After quarantine has ended	Pupils will finish quarantine at different times over a three-day period, owing to range of arrival times and test results	<ul style="list-style-type: none"> • Pupils must stick to the rules of quarantine until their Day 5 test result has been confirmed negative. Then they may spend time with other pupils in their year group only. • School rules around “bubbles” remain in force once quarantine has ended – pupils must not have contact or share facilities with girls in other year groups, with the exception of sisters. • Pupils in Year 10 and above may visit Ascot High Street or Sunninghill during the day once their quarantine has ended, with one other pupil in their year group and with the permission of the staff on duty. They will be required to sign out and back in on departure from / arrival back at school. • Pupils will continue to live in the Mary Breen Courtyard accommodation until the morning of Sunday 18 April, when they will return to their usual boarding accommodation. • The usual school rules and policies apply for all girls on site during the quarantine period, unless specified otherwise.
Red list countries	Change to the countries on the “red list”. Extra guidance for boarding schools accommodating quarantining pupils from “red list” countries.	<ul style="list-style-type: none"> • At present we do not anticipate accommodating any pupils from “red list” countries; however, countries not currently on the “red list” may be added before pupils from those countries who are quarantining with us travel to the UK. • If a country is added to the “red list”, the Pastoral Deputy Head will contact parents immediately to discuss whether we can still accommodate the pupil and the changed requirements for quarantine. • A summary of extra requirements for quarantine from red list countries is as follows: <ul style="list-style-type: none"> ○ A copy of a letter from the Department for Education must be issued to each pupil before travelling ○ An individual letter for each pupil from the school must be issued before travelling ○ The School must pre-arrange travel from the airport and send a representative to collect each individual pupil ○ Red list pupils must be kept separate from pupils from other countries ○ Alcohol gel must be provided in each pupil’s bedroom ○ Separate arrangements must be made for waste disposal ○ 10 days of quarantine is required, and test-to-release is not permitted

