



From 1<sup>st</sup> September 2020, all pupils in every year group will be returning to school. The Risk Assessment/School Plan below outlines steps the school will take to ensure the school remains COVID-Secure and operates essential Systems of Control outlined in the government guidelines (2<sup>nd</sup> July 2020)

This risk Assessment/School Plan remains a dynamic document and is subject to on-going updates. Please contact the school for further information.

<b><u>Risk Assessment Purpose:</u></b>  To addresses the risk of infection and transmission of COVID-19 following the full opening of Gallions Primary School from September 2020	<b><u>Who is affected/Persons at Risk:</u></b>  Pupils, Teachers and Teaching Assistants, Administrative Support Staff, Cleaning, Catering and Site Supervision Staff, members of the public (including parents) attending the school site	<b>Risk Level (RL)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>High Level Risks</b></td> <td><b>RED:</b> When the control measure is implemented, risk remains high</td> </tr> <tr> <td><b>Medium Level Risks</b></td> <td><b>AMBER:</b> When the control measure implemented, risk will be moderate but requires on-going review</td> </tr> <tr> <td><b>Low Level Risks</b></td> <td><b>GREEN:</b> When the control measure implemented, limited action required but needs to be reviewed regularly to ensure they are not posing any threats</td> </tr> </table>				<b>High Level Risks</b>	<b>RED:</b> When the control measure is implemented, risk remains high	<b>Medium Level Risks</b>	<b>AMBER:</b> When the control measure implemented, risk will be moderate but requires on-going review	<b>Low Level Risks</b>	<b>GREEN:</b> When the control measure implemented, limited action required but needs to be reviewed regularly to ensure they are not posing any threats
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<b>Issue/Hazard Description</b>	<b>Control Measure Needed</b>	<b>RL</b>	<b>By Who?</b>	<b>Completed? Further action?</b>							
<b><u>Site Safety</u></b>  Risk of inadequate preparations for reopening parts of schools leads to infection or other risks e.g. Fire Safety	<ul style="list-style-type: none"> <li>● Ensure sufficient classroom spaces for the safe learning of all children</li> </ul>		School Management	All actions to be in place from September 2020							
	<ul style="list-style-type: none"> <li>● Ensure desks are front facing to avoid face to face sitting and reduce the risk of transmission</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure there is a 1m+ (2m where possible) distance between the teachers and pupils tables</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure hand sanitizers installed at site entry and exit points (particularly where there are coded doors)</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure a supply of relevant PPE for all staff who need it. This should include gloves and aprons for staff involved in intimate care or First Aid</li> </ul>										
	<ul style="list-style-type: none"> <li>● Sufficient soap and cleaning supplies must be maintained through daily site checks. Checks to include access to toilets and running taps and ensuring each wing has an installed sanitizer for general use</li> </ul>										
	<ul style="list-style-type: none"> <li>● Confirm protocols for frequent wipe down of high passage area such as door handles (including main entrance doors and commonly used doors)</li> </ul>										
	<ul style="list-style-type: none"> <li>● Day time cleaner on site to maintain hygiene levels throughout the day</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure daily cleaning disinfects handles and other commonly used surfaces</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure designated workstations and sole use of IT equipment – cleaned daily</li> </ul>										
	<ul style="list-style-type: none"> <li>● Ensure all spaces have tissues to adhere to <i>Catch, Bin It, Kill it</i> guidance</li> </ul>										
<ul style="list-style-type: none"> <li>● Ensure all maintenance checks remain up to date (Legionnaires, Fire Alarm system, etc.)</li> </ul>											

	<ul style="list-style-type: none"> <li>● Complete comprehensive site safety audit with reference to all updated DfE guidance (on-going)</li> <li>● Review and update induction/staff handbook document where changes have been made to working environment</li> <li>● Ensure all signage around the school remains intact (including social distancing, one-way systems and hygiene reminders).</li> <li>● Ensure all marking around the school remain intact (for example, in Reception, around the one way system). Add markings before the site is opened</li> <li>● Ensure deep clean of the whole school prior to full opening in September (during summer break)</li> <li>● Assign isolation room (former PPA room) for any suspected cases of coronavirus. Ensure supply of PPE available in room (no hand sanitiser – Health and Safety)</li> <li>● Throughout the building, doors and windows should be kept open as much as possible for ventilation - ensure heating remains on during colder weather to ensure the school remains comfortable</li> </ul>			
<b><u>Site Safety - Fire Safety</u></b>	<ul style="list-style-type: none"> <li>● Review and update Fire Evacuation and Fire Drill procedures as necessary – replacing the interim arrangement during partial opening. Whole school Fire Drill early in Autumn Term</li> </ul>		School Management	All actions to be in place from September 2020
Risk of fire safety due to staff shortages and changed fire exit routes	<ul style="list-style-type: none"> <li>● Review existing assembly points and mark out new assembly points to maintain social distancing</li> <li>● Review sufficient number of fire marshals on site each day to coordinate safe evacuation</li> <li>● Disseminate new procedure to staff</li> <li>● Carry out fire drill as soon as possible to ensure that everyone has practised new procedure</li> <li>● Ensure visitors to the school are kept to a minimum (urgent/education based visits)</li> <li>● Encourage parents to contact the school via phone/email. Visitors to enter the school reception one at a time</li> </ul>			
<b><u>Staffing 1:</u></b>	<ul style="list-style-type: none"> <li>● All staff to be assigned to a Wing within the school – or a main Admin point. Staff should not move outside of assigned wings unless absolutely necessary</li> </ul>		School Management	All actions to be in place from September 2020
Risk of whole staff on site increasing the risk of transmission	<ul style="list-style-type: none"> <li>● Additional teachers to be assigned to the Wings to undertake all PPA and cover needed (including absence cover)</li> <li>● Fixed members of SLT to be assigned to the Wings (office based)</li> <li>● Ensure key senior leaders (head or deputy) are available for work on site at all times</li> <li>● Lead First Aider (Carole Eve) to be based in Medical Room over all lunch and break times.</li> <li>● Ensure at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school at all times (normal operational arrangements)</li> <li>● Ensure there is a SENCo or alternative teacher to support children with SEN, including those in the Resource Provision and those with Higher Needs Funding at all times (normal operational arrangements)</li> <li>● Ensure there is an on-call site supervisor and adequate administrative staff to provide support as necessary at all times (normal operational arrangements)</li> </ul>			

<p><b>Staffing 2:</b> Risk of vulnerable staff being unprepared for return to work with increased numbers on site</p>	<ul style="list-style-type: none"> <li>● Create confidential staff list of relevant health/personal issues – ensure this is updated regularly with references to updated government guidelines</li> <li>● Maintain relevant group and whole school risk assessments in a shared location (Google Drive). Create individual risk assessments as appropriate and share these with relevant staff as needed (maintaining confidentiality)</li> <li>● Provide on-going support and guidance for staff feeling anxious about working conditions during the on-going pandemic. Leaders to hold awareness of staff circumstances and invite staff to raise issues of concern</li> </ul>		School Management	
<p><b>Staffing 3:</b> Risk of compromising safety measures through inadequate communication</p>	<ul style="list-style-type: none"> <li>● Schedule staff meetings to disseminate plans for full school opening, review feedback</li> <li>● Ensure staff have clarity on social distancing, the protective measures adopted and all relevant policies and procedures that have been updated (including the Staff Handbook and Behaviour Policy)</li> <li>● Provide training on the explicit teaching of health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</li> <li>● Share approach for pupil re-integration to the school site in September 2020 – including planned learning to ensure children are clear on social distancing and protective measures in place</li> <li>● Ensure staff are clear on protocols for the essential Systems of Control, including the potential need to re-establish on-line learning in the event of a positive Covid-19 case and group isolation</li> <li>● Ensure staff feel supported and that their concerns are listened to and actioned as needed</li> <li>● Ensure staff meeting are kept to small, socially distanced groups or on-line (where possible)</li> <li>● All staff to be encouraged to leave the school site at a reasonable time to avoid congestion/rush hours</li> </ul>		School Management	All actions to be in place from September 2020
<p><b>Pupils &amp; Families</b> Risk of inadequate steps to prepare children and families for returning to the school site</p>	<ul style="list-style-type: none"> <li>● Review all medical records (including medical Care Plans, EHCPs and SEN Plans) and make contact with families to verify the school site is safe for them.</li> <li>● Liaise with SEN pupil families (including those in the Resource Provision and HNF) to ensure clear communication about how we will meet their needs, as these may not be fully in line with existing plans</li> <li>● As needed, carry out Risk Assessments for identified SEND children, using the most up-to date Government guidance</li> <li>● Liaise with relevant outside agencies for updates on vulnerable children returning to us and ensure all safeguarding records are up to date</li> <li>● Ensure all families of returning children receive timely information about relevant social distancing and protective measures adopted, addressing any questions and concerns.</li> </ul>		School Management	All actions to be in place from September 2020

	<ul style="list-style-type: none"> <li>● Provide recommendations on transport to and from school, reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times</li> <li>● Ensure clear parent communication about curriculum provision – both on-site and via remote learning</li> <li>● Ensure Safeguarding team (including lead, deputies and outreach team) have capacity to address potential rise in safeguarding concerns in the Autumn term</li> <li>● Ensure all parents entering the school site wear masks (pick ups and drop offs) SLT to monitor use</li> </ul>			
<p><b><u>Medical/First Aid Provision</u></b></p> <p>Risk of inability to social distance when providing FA, and exposure to COVID-19 when providing first aid to pupil/staff with symptoms</p>	<ul style="list-style-type: none"> <li>● Maintain all necessary first aid (in accordance with statutory guidance)</li> <li>● Social distancing and hygiene control measures should be maintained when providing first aid, e.g. limiting numbers in first aid room, cleaning area after treatment, PPE for first aiders, thorough hand washing. PPE to include gloves and aprons and goggles (tbc).</li> <li>● Ensure staff are aware of Government guidance on how deal with COVID 19 symptoms - view the latest guidance <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918925/Symptomatic_children_action_list_EARLY_YEARS_FINAL_17-09.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918925/Symptomatic_children_action_list_EARLY_YEARS_FINAL_17-09.pdf</a></li> <li>● To ensure pupils and staff with symptoms are not attending school, if they do, First Aiders should be aware of the symptoms and what steps to follow if someone has them.</li> <li>● Provide separate isolation room for staff and pupils to wait until they are picked up. If they need to go the bathroom, they should use a separate bathroom if possible (this will be the old PPA room).</li> <li>● Pupils showing symptoms (persistent cough, temperature, reported anosmia) should be immediately isolated, taken home and issued a test or requested to take a test. Staff attending pupil with suspected COVID-19 should minimise contact as far as possible, use PPE and follow hand hygiene guidance.</li> <li>● If a child is sent home with suspected symptoms of coronavirus, all siblings or people from the same household must isolate until the test results are returned or for 14 days from the first day of symptoms.</li> <li>● In the event of a confirmed COVID diagnosis all staff and pupils in the bubble will isolate for 14 days from the point of last contact with the person carrying the virus</li> <li>● If a member of staff reports that they have a confirmed case of Covid19, this should be reported to the HSE in line with government guidance</li> </ul>		School Management	All actions to be in place from September 2020
<p><b><u>Pupils reintegration:</u></b></p>	<ul style="list-style-type: none"> <li>● Ensure children are reintegrated in to school with a clear explanation of the changes in routines to school life (Day 1 Autumn Term)</li> </ul>		School Management	All actions to be in place from

<p>Risk of compromising safety measures through inadequate communication</p>	<ul style="list-style-type: none"> <li>Update school Behaviour Policy reflecting new rules and routines and communicate these to children, share this with the whole school community</li> <li>Using the DfE Guidance (Annex B) Devise a list of school rules about social distancing and timetable daily reminders of the importance of these measures to keep everyone safe</li> <li>Ensure a class based approach to addressing worries and concerns, for example, through a 'worry box' ensuring children are clear about how we will keep them safe while in school</li> <li>Promote hygiene awareness and support children understand the need to maintain distance and remain within their bubble</li> <li>Ensure children are clear on how to access on-line learning and class expectation in the event that distance learning is required. Focus on the time limited nature of this to help raise expectations</li> </ul>			<p>September 2020</p>
<p><b>School Arrivals/ Departures:</b></p> <p>Increased numbers at beginning and end of school undermine effectiveness of social distancing measures</p>	<ul style="list-style-type: none"> <li>Parents to be routinely discouraged from entering the school building unless absolutely necessary</li> </ul> <p>Establish a staggered start and end times to the school day and use different entry points as listed below:  Nursery: EYFS Car Park: (8:30 – 11:30am &amp; 12pm – 3pm)  Reception: EYFS Car Park ( 8.40– 3pm)  Year 1 &amp; Year 2: Main Entrance (8:50 – 3:10pm)  Year 3 &amp; Year 4: Main Entrance (9am – 3:20pm)  Year 5: MUGA (8:50 – 3:10am)  Year 6: MUGA (8:40am – 3pm)  Resource Provision: Main Entrance (8:40am – 3pm)</p> <ul style="list-style-type: none"> <li>Children line up by class adult holding class banners. (Green Wing Y1, Red Wing Y6, Yellow Wing YN/R)</li> <li>Children wash their hands throughout the school day (with scheduled hygiene points these should be on arrival, after playtime, before lunch time and after lunchtime). Additionally children to wash or sanitize hands when they move to a different area/room of the school.</li> <li>Children to be front-facing in class - seating arrangements should allow this. Children will not be required to stay in their seats but they should be prompted to maintain distance as far as possible.</li> <li>Children should not bring any non-essential item to school (coats, bags, lunch boxes can be brought)</li> <li>Children and staff may take home books to read. Classroom routine should include cleaning – or leaving items for 72 hours to ensure they are virus free.</li> <li>Teachers to be able to provide feedback in line with guidance</li> </ul>		<p>School Management</p>	<p>All actions to be in place from September 2020</p>
<p><b>Daily Class group Interactions</b></p>	<ul style="list-style-type: none"> <li>All children to be in Bubble Groups and to only mix with the children and adults in their group: EYFS Nursery, EYFS Reception, Year 1, Year 2, KS2 Class Bubbles</li> <li>There will be a fixed team of staff in each wing, including a member of SLT</li> </ul>		<p>School Management</p>	<p>All actions to be in place from September</p>

<p><b>(1)</b></p> <p>Close contact between children in the classroom may undermine effectiveness of social distancing measures and increase the risk of transmission</p>	<ul style="list-style-type: none"> <li>● Learning will focus on whole class teaching as far as possible – guidance and best practice to be shared with staff in Autumn term to make adaptations to lesson delivery</li> </ul>	Green		2020
	<ul style="list-style-type: none"> <li>● Approach to feedback to be reviewed and updated to ensure distance can be maintained. Where immediate feedback is given in books, staff should avoid close face to face contact and minimise time spent closer than 1m to any pupil</li> </ul>			
	<ul style="list-style-type: none"> <li>● Children to be timetabled to carry out hygiene steps such as hand washing (at key movement points). This will be staggered, teachers to organise – lining up outside the toilets (playground)</li> </ul>	Orange		
	<ul style="list-style-type: none"> <li>● Most subjects across the curriculum will be taught to all year groups. Where this is not possible due to the Bubble Arrangements, for example, Dance &amp; Drama, we will aim to provide a modified session or enrichment learning (particularly in the Autumn term) via on-line delivery as necessary</li> </ul>			
	<ul style="list-style-type: none"> <li>● Educational Visits in the Autumn Term should be outdoor and should not require the use of public transport</li> </ul>	Orange		
	<ul style="list-style-type: none"> <li>● Children will be able to share school resources and equipment, with an increased focus on cleaning</li> </ul>			
	<ul style="list-style-type: none"> <li>● Children to remain in their own classes as much as possible</li> </ul>	Green		
	<ul style="list-style-type: none"> <li>● Children will be asked to bring in water bottles to avoid drinking at water fountains</li> </ul>			
	<ul style="list-style-type: none"> <li>● Some activities could be moved outside where social distancing is easier and the risk of transmission is reduced.</li> </ul>	Orange		
	<ul style="list-style-type: none"> <li>● Children will use assigned playgrounds and playtimes will be staggered (EYFS Playground, Nursery Playground, KS1 Playground and KS2 Playground). The KS2 playground will be zoned to ensure Bubble Groups do not mix during break times.</li> </ul>			
	<ul style="list-style-type: none"> <li>● Staff and children will be encouraged to maintain social distance, where possible, in line with Government guidance</li> </ul>	Orange		
	<ul style="list-style-type: none"> <li>● Where close contact is necessary, in the case of SEN children, staff should follow protective measures, for example, avoiding close face contact and hand washing</li> <li>● Pupil lunchtimes to be staggered. Some Bubbles groups to be assigned Hall Lunch (with cleaning in between) some Bubbles to have boxed lunches</li> <li>● Classes to be assigned a fixed adult during lunchtime. Adult to remain with class for lunch period (including play and lunch hall)</li> <li>● Children to be assigned zones in the playground. Children not to move across zones.</li> <li>● In the event of staff absence at lunchtime, staff may be required to move between bubbles. Where this happens, staff should ensure they remain at a distance from children as far as possible, minimise any close contact to less than 1 minutes and where appropriate PPE to protect the Bubble (mask/visors and gloves)</li> <li>● The school will make all reasonable attempts to cover classes in the event of staff shortages. This will involve: <ol style="list-style-type: none"> <li>1. Classes may be supervised by a responsible adult in the Wing</li> <li>2. On occasion it may not be possible to deliver the full curriculum</li> <li>3. On occasion it may be necessary to teach via live lessons (Google Meet) e.g. when class teachers are isolating</li> <li>4. In the absence of any alternative, the school may need to partially close to certain YGs/classes</li> </ol> </li> </ul>			

<p><b>Daily Class group Interactions (2) PPA/ Intervention/ Specialist teachers</b></p>	<ul style="list-style-type: none"> <li>● Non-class based teachers (including PPA, intervention, specialist music teachers and to one to one adults) to be able to move between bubbles but within a single Wing (for the Autumn Term initially). Instances of COVID-19 within this group will impact on any Bubble group they are in contact with.</li> <li>● Non-class based staff to be assigned stationary packs which should move around their assigned wing with them</li> <li>● Music Centre/music staff to be equipped with sanitizers, soap and hand wipes. Music staff should aim to remain 2m away from other adults and a safe distance (1m+) from children they teach</li> <li>● Instrumental Lessons: Children should wash their hands on arrival to their lesson/children should only use shared instruments after handwashing</li> <li>● Instrumental Lessons: Sessions should be organised with children forward facing with the teacher at least 1m distance from all pupils</li> <li>● Where possible keep children 1m apart from other pupils (bigger spaces)</li> <li>● Music Centre teachers to be assigned to a Wing for Autumn Term to ensure smaller group sizes (reduce contact) and will teach groups from the same class to ensure class Bubbles are not compromised</li> <li>● Music curriculum taught by Aimee and Emma will not involve singing for the Autumn Term. They may hum or will be clapping rhythms.</li> <li>● To ensure Bubbles remain secure some lessons will be delivered online via zoom - with a responsible adult supervising the class</li> <li>● Singing assemblies may focus on listening to music and growing children's awareness of genre.</li> </ul>			
<p><b>Transitions around the school site</b></p> <p>Close contact around the school site, including communal areas may undermine effectiveness of social distancing measures</p>	<ul style="list-style-type: none"> <li>● Use marking to indicate a 2metre distance in Reception and provide a submission table for any documents/items to be delivered.</li> <li>● Administrative staff to adhere to hygiene guidance when handling any item brought in by members of the public (wash/sanitise hands/do not touch face or other surfaces)</li> <li>● Use markings to create a one way system for communal area – leading to the wings with Blue Wing last</li> <li>● Use markings to create a one-way system for the main corridors using detours through Main Hall and Dinner Hall doors</li> <li>● Movement around the building should be via the outside of the building as much as possible. All staff should aim to reduce the flow of traffic in internal corridors</li> <li>● Lunchtimes to be staggered, Encourage use of alternative spaces around the school, including the Garden of Life and Music Centre. Staff to use different kitchens around the building: Red Wing – Red Wing Kitchen Green Wing/Blue Wing/Admin – Main Staff Room Resource Provision: Investigations Room Yellow Wing: Yellow Wing kitchen</li> </ul>		<p>School Management</p>	<p>All actions to be in place from September 2020</p>



	<ul style="list-style-type: none"> <li>● Staff should be encouraged to follow social distancing measures at all times – this should include breaks at different times</li> <li>● Rubbish bags to be provided in classrooms for packed lunches</li> <li>● The school to liaise with catering contractors (Juniper) to ensure that all relevant safety procedures are in place and that government guidelines are fully adhered to in the preparation of food</li> <li>● The school will liaise with catering contractors to ensure they are aware of operating practices adopted by the school for site safety.</li> <li>● Ensure all staff were face coverings (masks) when out in the playground and keep parent interactions to a minimum</li> </ul>			
<b>Extended School/ Wrap Around Care Provision</b>	<ul style="list-style-type: none"> <li>● Children will be placed into bubbles consistent with their Key stage - EYFS, KS1, LKS2, UKS2</li> <li>● Bubbles will all consist of less than 15 children and all have 1 adult</li> <li>● Adults will stay the same and when possible match class or Year group bubbles so contamination risks are less</li> <li>● All bubbles will have their own space with toilets and will not cross paths</li> <li>● All bubbles will leave from different exits/ at staggered times, ensuring bubbles do not meet</li> <li>● Wrap around care will have a member of SLT on site at all times to support with any safeguarding issues or covid-19 concerns</li> <li>● Member of staff trained in food hygiene will prepare food for all bubbles but not spend any more than 10 minutes in a bubble when distributing food</li> <li>● Any equipment passed around bubbles will have a 72 hour decontamination period in between</li> <li>● Any child displaying symptoms will be isolated immediately and parents called</li> <li>● Timetables will be carefully planned and time included for hand washing on arrival to school/ club, before eating and after any outdoor sessions</li> </ul>			
<b>External Visits from Therapists and other School services</b>	<ul style="list-style-type: none"> <li>● All external visitors must have had COVID-19 risk assessments. They understand their level of risk and any work adaptations which they may need to put in place.</li> <li>● In order for an external visitor to come into school, we understand that there are adaptations to the usual way of working and precautions that we will take</li> <li>● If an external visitor is unwell, they will inform the school and not come in for the day. They will follow Government and ELFT guidance regarding self- isolation and COVID-19 testing. They will either return to work when well, or if they are confirmed COVID-19 positive – will return to work as per current COVID-19 guidance.</li> <li>● If an external visitors is required to self-isolate on advice from the Government ‘track and trace’ system- they will inform the school and deliver work ‘remotely’ unless unwell. - External visitors will wear appropriate PPE as advised by Public Health England. This will change depending on current requirements. Currently this is only necessary when working with intimate care. They will also have a small supply of antiviral wipes and hand sanitiser.</li> <li>● Schools will need to provide facilities for external visitors to safely dispose of aprons /masks etc.</li> <li>● To avoid unnecessary use of public transport, the visitor may request a parking space within the school.</li> </ul>		Inclusion Lead	All external visitors such as Speech and Language Therapist, LCIS and CNDS have the RA shared with them before they visit school.



	<ul style="list-style-type: none"><li>● External visitors will discuss with you the best way to access the children in school. This may be by working only within certain “bubbles” during a visit i.e. limiting contact to a small number of classes and using the toys and equipment within these bubbles. Or it may be by working in a designated room where school staff bring children for assessment or therapy sessions. Between children, the external visitors will wash their hands, change gloves and apron and sanitise any equipment / surfaces used.</li><li>● Equipment such as assessments used in school by external visitors will either be laminated or covered with a screen to allow for cleaning between children. Some assessments will be transferred to i-Pads to assist with cleaning.</li></ul>			
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