

CORONA VIRUS – REOPENING SCHOOL September 2020	Assessor's Name: S.Hair R.Hanna	Assessment New or Revised:
		Revised
Staff (including admin/facilities) please amend for your work space,		
classroom, class bubble or work space. Show amendments in red. Insert		Date Completed: 08/10/20 v10
your electronic signature below and return an electronic copy to Russell.		····
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The following risk assessment is based on the *government document: Guidance for full opening of schools updated 28th August (Italics)* with the main aim: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents

Effective infection protection and control

Preventing the spread of coronavirus involves dealing with:

- direct transmission (for instance, when in close contact with those sneezing and coughing)
- indirect transmission (via touching contaminated surfaces).

Using a range of approaches and actions:

- *minimising contact with individuals who are unwell* by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- *cleaning hands more often* than usual wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- *minimising contact and mixing* by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace and the local health protection team
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

This risk assessment has been adapted for the above named year group bubble, their year group bubble space and their designated outdoor space etc.

Area (Hazards): Infection of Covid19	Who is at Risk?	<pre>Impact: 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic</pre>	Likelihood: 1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainty	Risk Rating: Impact × Likelihood	Risk Level: Low 1-9 Medium 10-17 High 18-25	Control Measures:	Improvements or Action Required: Symptoms
minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools	Staff Pupils Parent s	4	2	8	LOW	 School will provide regular reminders to parents their daughters are not to attend school with symptoms: a new continuous cough, meaning coughing a lot for more than an hour or experiencing 3 or more episodes of coughing in a day a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) Any person with symptoms should self-isolate in accordance with the guidance and track and trace procedures should be followed. Self 	A/Take pupils temperature twice daily recorded in Teachers Communal/Coronavirus folder

isolate for 10 days, other members of the household should self-isolate for 14 days from when the symptomatic person first had the symptoms. If any person develops symptoms during self- isolation they should restart the 10 day isolation period	Control measures will be updated and revised when the latest government guidance is released, sourced from GOV.UK
2. School will follow government advice for local outbreaks. Informing staff and parents as necessary.	
3. Staff will immediately inform school office (Code 100C with location) of any pupil or staff member onsite presenting with symptoms. Pupil to immediately be moved away from others (ideally outside) under the visual	A/All staff to use phone or video conference (Teams) for communication where possible including onsite. Includes events and parent meetings
supervision of the adult (2m) until office staff (in PPE) can attend. Support pupil's mental well-being in your approach. Pupil will be sent home and be tested for	A/CT organise and instruct pupils accordingly to reduce transmission
Covid19. School advice will be sought from the schools helpline.	
Parents and staff will be informed as necessary.	
4. Minimise visitors (including parents) on site.	A/ Social distancing and handwashing posters have been
5. MANAGE SOCIAL DISTANCING TO THE BEST OF OUR ABILITY. Be alert to instruct pupils.	displayed around the school.
Transmission is less outdoors and if individuals are side by side or facing back to back with no contact.	A/ One way system around the school is in place.
	A/CT Use door wedges where possible and fire safety

						6. KEEP ROOM WELL-VENTILATED AT ALL TIMES. OPEN WINDOWS AND DOORS.	procedures are not compromised (check with RH)
cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	Staff Pupils	4	2	8	LOW	 Pupils to wash hands regularly. Preferably with soap and wash which is more effective than santiser. Staff to wash hands regularly including before and after distributing learning resources and marking books. CT and adult supervisors e.g. lunchtime staff to monitor frequent hand washing and supervise very young children CT and facilities team to ensure constant supply of soap, hand towels and santiser. 	 A/CT to teach pupils how to wash their hands thoroughly in accordance with guidance for 20 seconds (happy birthday x2, tally up number of hand washes) A/ RH Sinks installed at pupil entrance to wash hands prior to entry to school. A/CT to provide time for frequent hand washing routines before and after activities including: on arrival at school before and after learning before and after lunch before departure before and after a club A/CT to inform facilities immediately if soap, hand towels or santiser runs low.
<i>ensuring good respiratory hygiene</i> by promoting the 'catch it, bin it, kill it'	Staff Pupils	4	2	8	LOW	1. CT to teach pupils good respiratory hygiene including the 'catch it, bin it, kill it' approach	
approach Primary school children will not need to wear a face covering						2. Pupils and staff to catch coughs and sneezes in tissues. Tissues to be placed in tissue bin.	A/CT and staff to be attentive to pupils sneezing and coughing to

						 3. Pupil or staff member to clean their hands after coughing or sneezing. 4. Facilities team to empty tissue bins 2 times a day (lunch and end of day). Double bagging waste. 5. CT and facilities team to ensure good supply of tissues around the school. 	 instruct and train to use tissues as necessary. Masks available for cleaning duties A/CT to inform facilities team if tissues are needed before they run out.
<i>cleaning frequently</i> touched surfaces often using standard products, such as detergents and bleach	Staff Pupils	4	2	8	LOW	 Facilities team to clean frequently touched surfaces including door plates, door handles, taps, toilet areas, light switches. Plus pupils desk at break, lunch and end of day. CT and adults to manage cleaning of learning resources and incidentals e.g. own keyboard with santiser wipes and gel provided. All outdoor play equipment will be sanitised inbetween and after breaktimes and lunchtimes with disinfectant. 	A/Facilities team see RH email re. detail of cleaning schedule. Sign off your cleaning rotation on the record sheet and identify any particular hazards where necessary. A/Staff to request cleaning supplies from facilities team as necessary. A/front office – ask facilities to fog / clean areas used by child. To remind CT to get all pupils and class adults to wash hands and to remain out of class for 20mins for fogging.
<i>minimising contact and mixing</i> by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)	Staff Pupils	4	2	8	LOW	Staff should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. They should avoid close face to face contact and minimise time spent within 1 metre of anyone.	

						The government recognises this may not be nossible with very young children	
Class bubbles and group sizes	Staff Pupils	4	2	8	LOW	 The government recognises this may not be possible with very young children. 1. Pupils have been split into class groups protected social bubbles to minimise cross-infection (18-22 pupils per class). 2. Each class bubble has a designated adult (teacher and break supervisor), class bubble space both indoor and outdoor who is responsible for preventing interaction between bubbles. Be alert! 3. All PE lessons will be taught outside where possible. 4. CT to ensure desks and working spaces are as far as part as possible. 5. Pupils have their own named skipping rope and ball use at outdoor play (optional for autumn term). 6. CT and supervisors to manage movement of pupils around spaces. Be alert! Instruct pupils at all times, to social distance in a positive, constructive manner (especially during early days). ONLY PUPILS WITHIN THE SAME CLASS BUBBLE MAY BE IN TOILET AREAS AT A TIME 7. CT and staff to be mindful of guidance regarding the cleaning of resources. Homework to be set and completed on-line (TEAMS) 	 Know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures set out: avoiding contact with anyone with symptoms frequent hand cleaning and good respiratory hygiene practices regular cleaning of settings minimising contact and mixing It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a consistent group and that group stays away from other people and groups. Where settings can keep children and young people in those small groups 2 metres
						8. All soft furnishings and soft toys removed from classrooms.	away from each other, they should do so. While in general groups should be kept apart,

						9. All teaching areas to be assessed for health and safety. Doors not obstructed for ease of fire evacuation. Trip hazards removed. Fuses removed from appliances ie hand dryers and cookers (Hayes room). All knives and sharp instruments removed (Hayes room).	brief, transitory contact, such as passing in a corridor, is low risk. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. Desks should be spaced as far apart as possible.
Staggered times so that all children are not moving around the school at the same time stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact	Staff Pupils	4	2	8	LOW	 CT to instruct pupils how to social distance in school Staggered 'fast stop and drop' for all year groups from 8:00-8:30am. Pupils to observe social distancing markers on ground and proceed straight to classroom for 8:30am registration. Breaktime (10:00-10.20 and 10.25-10:45). Staggering is managed by pupils due to the large space at HCP. A/CT to hand out breaktime snacks wearing gloves. Class bubbles will exit at different locations and play in different outdoor spaces. Other breaktimes are encouraged but to be supervised by the class and year group and bubble teacher to enable supervision (good for mental health and resocialisation). Lunchtime. Lunch is staggered in the hall. A separate row of tables for each class bubble. R and year 1 will be served at their tables by staff. 	A/Adults helpers on drive be alert and positively instruct pupils in social-distancing. Fast stop and drop (Parents will have class signs displayed on their dashboard) Facilities to manage the traffic on drive. No parking onsite. Parents to remain in cars. Pupils to open car doors where possible. Adult helpers to open car doors for R pupils using clean wipe for car doors and lift new chain link rope. Pupils follow markers on the ground. Adult to man and manage pedestrian gate for pupils on foot or by bike (parents to accompany social distancing.

Yr2-6 and staff will be socially distanced at the	
servery in accordance with Holroyd Howe	
catering protocols.	Staggered breaktimes
	See supervision timetable
6. Dining room seating, pupils not to sit facing	emailed by CG
each other keeping distance. One way system in	cinalica by co
place.	Staggered lunch
	<u>12.15-1:15 – Reception, Year 1</u>
7. Allergen lanyards to be cleaned and given to	& Year 2
	12:45-1:45 — Year 3 – 6
pupils by CT before lunchtime. Pupils will put	12:45-1:45 — Year 3 – 6
them back in their plastic wallet at the end of	
lunchtime. CT given allergen pupil list with	Fact stop and side or
pupil's names and pictures.	Fast stop and pick up
	Parents to pull into stop and
8. Staff to collect a packed lunch from the staff	drop lane directed by facilities
room instead of using the dining hall.	team close to their daughter.
	Drive helpers to lift chain link
9.'Fast stop and pick up' at end of day. Pupils	rope, instruct pupil to get into
will be ready lined up on socially distanced	car (R parents to get out of car
markers, behind the chain link role, across the	safely, socially distance and help
front of the school. First row of pupils will be	their child).
straight tutor group followed by parallel tutor	Parents to pull away and leave
group. Parents to pick up and drive away in	site quickly.
their cars.	Siblings to wait in classroom
	then join their eldest sibling for
	departure together.
10. Collection from wraparound care and clubs	3:00 Reception
will be staggered. Club providers and members	3:05 Year 1
of staff will manage parents collecting children.	3:15 Year 2
Collection from homework club will be a flexible	3:25 Year 3
pick up time.	3:35 Year 4
	3:45 Year 5
	3:50 Year 6
	Pupils of late parents to return
	into school (supervised by CT)
	until they are radioed for.

School uniform and other items	Pupils	4	2	8	LOW	 1.Winter or summer uniform or PE kit to be worn to school in accordance with year group bubble timetable, along with a washable coat appropriate for weather (dry cleanable blazer not to worn). 2. Limit the items that are taken between school and home to minimise cross-infection. 	A/ Pupils to only bring to school stationary, instrument and mini- whiteboard or iPad where necessary, a school bag is allowed.
						3. Year 5 & 6 pupils to bring in their iPad daily and return them home to charge overnight. Earphones sanitised and to be stored in plastic wallets.	A/ CT to supervise iPads to be sanitised with hand wipes first thing in the morning.
Curriculum		4	2	8	LOW	 CT to risk assess all learning activities for infection risks at planning stage. CT to teach good hygiene and social distancing in a positive, fun manner which support pupils mental well-being. 	A/CT to remember pupil have not been exposed to social distancing and will need training.
						3. CT to plan outdoor lessons where possible.	A/CT and staff to report pastoral needs to CC. SR. Ursula providing pastoral support.
						4. CT to plan daily well-being sessions including daily circle-time and a walk and talk around the cross-country track (social distancing required)	
Staff mixing	Staff	4	2	8	LOW	1.Staff to follow social-distancing rules and good hygiene e.g. frequent	A/At pupil break and lunch times staff to limit time in the
						2.Staff to use phone and video calls where possible between one another	staffroom. Tea and coffee making facilities in reception kitchen area.
						 3.Only 4 people in staffroom at one time 4. Staff to look after mental health. 	A/Staff encouraged to go for social distancing walks and sit in

							class group bubbles. Please contact LB if you need support or household members become unwell with symptoms of Covid19.
Music lessons There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance	Staff Pupils	4	2	8	LOW	To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15.Positioning pupils back-to-back or side-to-side, when playing or singing. Avoid sharing of instruments, and ensuring good ventilation.Singing, wind and brass playing can be undertaken at this time although it should be noted further studies in aerosol transmission are underway. These should not take place in large groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow, social distancing and mitigation can take place. If activity is face to face without mitigation 2 metres distancing is appropriate. Playing instruments and singing in groups should take place outdoors where possible or limit numbers indoors in relation to space. Insure ventilation of the space and ability to social distance to dilute aerosol transmission. Limit the handling of parts and scripts to the individual.	
						Staff to observe social distancing guidelines with the children whilst teaching. Markings and floor covering on the floor.	

						 Teach in well ventilated rooms with windows open. Pupils must use their own instruments and music and the staff must sanitise the music stand/keyboard/door handles after each pupil. Pupil to unpack and pack own instrument outside the room. Piano teachers to sit at 2 metre distance alongside the pupil. Background or accompanying music level to be kept low to avoid performers raising their voices unduly. If possible do not share microphones. Only 1 pupil in a practise room at a time. No ensembles unless a 2 m rule can be applied. If a teacher has been in contact with an infected person in another school they must immediately inform HCPS school with details of all contacts in the school in the last 48 hrs. 	
Peripatetic teachers Peri teachers can move between schools, but must comply with managing and minimising the risk of spreading the virus.	Peri teache rs Staff Pupils	4	2	8	LOW	 Take particular care to maintain distance from other staff and pupils. If operating across multiple group and schools they should: 1 Maintain social distance to the group they teach. 2 Avoid situations where distancing requirements are broken. 3 Make efforts to reduce the number of groups taught, locations worked in to reduce the number of contacts made. 	
Transport	Staff Pupils	4	2	8	LOW	Pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.	A/ use of hand sanitiser upon boarding and/or disembarking A/ additional cleaning of vehicle

						To encourage parents, staff and pupils to walk or cycle to school if at all possible.	A/ organised queuing and boarding where possible A/ Distancing within vehicles wherever possible
Physical activity in schools Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport. <u>framework</u> .	Staff Pupils	4	2	8	LOW	Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.Equipment will need to be cleaned after each use. To discourage the sharing of equipment to mitigate against virus transmission Class sizes should adhere to Government guidance and be reduced to a level where social distancing rules can be applied. Changing rooms - if used, these should be cleaned after every lesson – Wiping of surfaces is a reasonable approach. • Attending school with PE kit on will limit the need to use changing rooms.	 Schools should refer to the following guidance: guidance on the phased return of sport and recreation and guidance from <u>Sport England</u> for grassroot sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents
Below are other general protective measures	in place t	o prote	ct pupil	s and s	staff		
Personal protective equipment (PPE) including face coverings and face masks Wearing a face covering or face mask in schools or other education settings is not	Staff Pupils	4	2	8	LOW	A/Reminded school community of hygiene practices an increased availability of tissues and hand sanitising in key areas including visitor entrance.	If CV symptoms present A/Isolate pupil/adult in the parlour or outside if just arrived

recommended. Face coverings may be	A/Children presenting unwell in the sick bay	A/Notify and seek advice from
beneficial for short periods indoors where	have temperatures checked and if in doubt of	NHS111 & LA
there is a risk of close social contact with	being unwell currently they are sent home	A/Notify parent to collect child
people you do not usually meet and where	immediately	A/Assess likelihood and impact
social distancing and other measures cannot	A/Signs and posters around the school including	of infection of others
be maintained, for example on public	visitor entrance	A/Consider school closure /
transport or in some shops. This does not		partial closure
apply to schools. Schools should therefore	The majority of staff in education settings will	A/Inform parents including pick
not require staff, children and learners to	not require PPE beyond what they would	up procedures if necessary
wear face coverings. Changing habits,	normally need for their work, even if they are	A/Organise home schooling via
cleaning and hygiene are effective measures	not always able to maintain a distance of 2	It's Learning platform
in controlling the spread of the virus. Face	metres from others. PPE is only needed in a	A/Consider teachers working
coverings (or any form of medical mask	very small number of cases including:	from home
where instructed to be used for specific	• if a child, young person or other learner	A/Consider press release and
clinical reasons) should not be worn in any	becomes unwell with symptoms of	dealing with press/media
circumstance by those who may not be able	coronavirus while in their setting and needs	A/Consider an on-going
to handle them as directed (for example,	direct personal care until they can return	communication point for
young children, or those with special	home. A fluid-resistant surgical face mask	parents
educational needs or disabilities) as it may	should be worn by the supervising adult if a	A/Consider deep clean
inadvertently increase the risk of	distance of 2 metres cannot be maintained. If	disinfection of schools
transmission.	contact with the child or young person is	buildings/site
	necessary, then disposable gloves, a	A/Consider skeleton staff to
	disposable apron and a fluid-resistant surgical	remain on site
	face mask should be worn by the supervising	
	adult. If a risk assessment determines that	
	there is a risk of splashing to the eyes, for	
	example from coughing, spitting, or vomiting,	
	then eye protection should also be worn Education, childcare and children's social care	
	settings and providers should use their local	
	supply chains to obtain PPE. Where this is not	
	possible, and there is unmet urgent need for	
	PPE in order to operate safely, they may	
	approach their nearest local resilience forum.	

Shielded and clinically vulnerable children and young people For the vast majority of children and young people, coronavirus is a mild illness.	Pupils	5	1	5	LOW	 Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including the use of PPE. The majority of pupils will be able to return to school. You should note however that: a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates 	 A/Inform parents of advice to remain at home. A/ Identify any pupils unable to attend school because they are complying with clinical and/or public health advice and offer them access to remote education. https://www.gov.uk/governme nt/publications/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19 NHS will have sent a GP letter and/or a text confirming this. include those who: have had a solid organ transplant – kidney, liver, pancreas, heart, or lung are having treatments for some cancers have severe long-term lung disease including cystic fibrosis and severe asthma have rare diseases that increase their risk of infection
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						 remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <u>COVID-19 - 'shielding' quidance for children and young people</u> 	 are on medication that compromises their immune system and so are much more likely to get infections and become seriously unwell from them are pregnant with significant heart disease (do not leave house until 30 June, no visitors)
Shielded and clinically vulnerable adults	Staff	1	5	5	LOW	Clinically extremely vulnerable individuals. Those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals	A/Identify staff who are clinically extremely vulnerable and advise to stay at home.

Should take particular care to observe good
hand and respiratory hygiene, minimising
contact and maintaining social distancing in line
with the provisions set out in section 5 of the
'Prevention' section of the guidance. This
provides that ideally, adults should maintain 2
metre distance from others, and where this is
not possible avoid close face to face contact and
minimise time spent within 1 metre of others.
While the risk of transmission between young
children and adults is likely to be low, adults
should continue to take care to socially distance
from other adults including older
children/adolescents.
People who live with those who are clinically
extremely vulnerable or clinically vulnerable can
attend the workplace.
Staff who are pregnant
Pregnant women are in the 'clinically
vulnerable' category, and are generally advised
to follow the above advice, which applies to all
staff in schools. Employers should conduct a risk
assessment for pregnant women
Staff who may otherwise be at increased risk
from coronavirus
These staff can return to school in September as
long as the system of controls set out in this
guidance are in place
People who live with those who have
comparatively increased risk from coronavirus
(COVID-19) can attend the workplace.

Living with a shielded or clinically vulnerable person	Staff Pupils Parent s	2	2	4	LOW	If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.	A/Identify those who are living with a shielded or clinically vulnerable person and review their situation on an individual basis.
						If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing.	