

Staff Covid19 Guide.

General operation:

Staff enter the building through reception and are required to sign in/out by using their fob to register their arrival and departure. Staff then use their own swipe card/ fob (that they will be provided with) to enter through the door into the school building. Staff must also, in addition to remembering all social distancing rules, circulate the building by keeping to the left, single file and should try and maintain a 2m distance from other staff members. Staff must keep 1m+ distance from pupils where possible.

Visitors will sign in using the touch pad system at reception. Hand sanitiser is available at entrance and anti-viral wipes are to be used by the visitor to wipe the screen after use. A bin will be provided for disposal of wipes/ tissues.

Staff must sanitise hands on entry at reception and continue to wash their hands throughout the day as much as possible. There will be a hand sanitiser stand at reception and hand sanitiser for pupils to use when entering through the pupil entrance. All staff workrooms will also have hand sanitiser and only 2 members of staff are allowed in the staff workroom at a time. This is the same for the reprographics room, 2 members of staff at a time. A PPE station will be available in each classroom and office.

Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. A Notice will be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child.

We will encourage parents and pupils to walk or cycle to school where possible.

Pupils will be in school full time with start and finish times like normal. Pupils will remain in year group bubbles throughout the day. Pupils are to move around school by keeping to the left, single file and at least 1m+ apart. The full time table will operate as much as possible.

Face coverings should be removed when pupils and staff who use them arrive at school. This is in line with government guidelines. Staff and pupils must dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before applying a new face mask if they wish, and heading to their classroom. There will be a stock of spare plastic bags available at both staff and pupil entrances.

Between lessons staff should remain at the classroom door and ensure pupils are circulating as expected until they can welcome their class into their room and social distance as much as possible.

Staff should sit pupils' side by side with desks arranged so pupils are facing forward.

Staff should stay at the front of the class and away from their colleagues as much as possible.

Assemblies will be by year group so that the school will avoid assemblies or collective worship with more than one bubble.

Public Transport

Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport – [coronavirus-covid-19 safer travel guidance for passengers face-coverings](#)

Domestic Overnight and overseas educational visits remain suspended.

Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required.

Resources

Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation of resources will apply.

Resources such as books and games can be shared within the bubble but should be cleaned regularly, between use and by different groups. Staff are to let Finance know to facilitate this.

The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, coats and books, stationery frequently used items such as pens and pencils and mobile phones, where permitted. School Bags are also allowed – storage for these items will be in the pupil's locker. **Pupils must maintain social distancing at all times when using lockers.**

Pupils Sharing individual / personal equipment will not be allowed. If staff choose to share equipment it must be wiped using the antiviral wipes provided on the PPE station.

It is encouraged for pupils to bring their own water bottle.

Water fountains must not be used.

Staff and pupils should have their own equipment which is not shared across year group bubbles however, classroom based resources such as books and games can be used and shared within the bubble. Pens and paper will be supplied in classrooms.

Office Based Staff

Office staff will be encouraged to have their own stationery and not to share with others. If sharing is required, anti-viral wipes will be provided in the office PPE station to enable them to wipe the stationery before someone else uses it.

Normal shielding will be used for reception staff by use of a screen, there will also be a marked area over which any visitors will be informed not to cross.

Student Services will also have an area marked over which pupils and staff will be informed not to cross.

Office staff who work in one office are to maintain social distancing between work colleagues.

Desks/workstations should allow staff to maintain social distancing wherever possible.

If it is not possible to keep workstations 2m apart, all mitigating actions will be taken where possible to reduce the risk of transmission:

- layouts and processes to allow staff to work further apart from each other;
- Desks will be placed either side by side or back to back
- No desks will be facing face to face
- workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people and establish cleaning rules after each use of another's workstation;
- avoid use of hot desks and spaces and, where not possible, clean and sanitise workstations between different occupants including shared equipment.

Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves including telephones, keyboards/mice etc. Offices will be sanitised regularly and additional cleaning wipes will be available for staff to use.

Staff to observe social distancing when using communal equipment such as photocopiers – key pads etc. on copying machines to be wiped with anti-viral wipes after each use. Please note no more than 2 people in the photocopying room at a time.

Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this must be kept to a minimum. Consideration will be given to wearing face coverings in this situation.

As much as possible, staff working together will keep as a 'bubble' in teams that are as small as possible (cohorting).

Stairs to be used in preference to lifts. Where lifts must be used (including platform lifts), we will lower their capacity to reduce congestion and contact at all times, and regularly clean touchpoints, such as doors and buttons

Hygiene

Staff and pupils instructed to wash their hands upon entry into school, returning from breaks, and before and after eating and when they have been to the toilet.

Sufficient hand washing or hand sanitising stations will be available around the school.

All toilet breaks should be at break times only. Staff members will be supervising toilet access at break times and throughout the day.

Classrooms, toilets and social areas will be cleaned and sanitised throughout the day.

Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff.

Cleaning will be carried out in accordance with the current guidance [COVID-19 Cleaning in non-healthcare settings](#)

Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/shared areas, frequently touched surfaces.

Staff are asked to keep their desks and classrooms as clutter free as possible to enable desks to be sanitised throughout the day.

Premises

Catch it, kill it, bin it posters will be displayed around school alongside distance reminder posters.

Annual School Premises H&S inspection checklist will be carried out prior to opening.

Contact

All pupils and staff will be expected to follow social distancing rules at all times. Around the school there are distancing signs as useful reminders for students and staff for social distancing.

Behaviour

SLT will be there for on calls for back up if required. If any child does not follow the Covid19 behaviour and hygiene rules they will not be allowed to remain in school. The safety of staff and other pupils is paramount and any disrespectful action of a child that consequently puts another person in danger will NOT be tolerated in any form.

Parking

Staff can park in the main school car park.

Parents

Parents and visitors should only attend the school with a prior appointment.

Staff Work Rooms

Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed.

Use of staff work rooms will be minimised to two staff at a time and social distancing measures implemented to limited staff use at any one time.

Lunches are to be eaten in the school canteen or in outside spaces but keeping to the 2M distance rule – staff work rooms are not ideal whilst we keep to 2M social distancing rules. It is encouraged that you do not leave school site during the day to then return the same day, if this is not possible, you must maintain social distancing when off-site.

Cleaning

The classrooms will be cleaned at the end of each day in line with Government guidance. The bins will be emptied, and desks in both classrooms and offices will be sprayed using disinfectant spray throughout the day. Handles will be wiped regularly.

The site manager will inform the cleaning team at the start of the relevant shift of any known potential contamination from someone recently tested positive for Covid19 or where someone displaying symptoms and sent home to self-isolate while they await a test.

These areas will require a deep clean and more stringent treatment of items used during the cleaning process.

First Aid

First Aiders will be on site. Please use on call if required.

Any Person Becoming Unwell at School

If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of, or change in their normal sense of taste or smell (anosmia) in school, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ([Stay at home guidance for households with possible Covid-19 infection](#)).

If a student who is unwell is awaiting collection, they will be moved, if possible, to the Medical Room where they can be isolated behind a closed door and with appropriate adult supervision if required.

If a pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will 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 will also be worn.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is

available) or the student subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to [COVID-19: cleaning of non-healthcare settings guidance](#).

Fluid-resistant surgical face masks are available for staff with PPE stations in all classrooms, offices and the medical rooms. PPE will also be with first aid kits (PE, Student Services, Reception and Design and Technology)

If a student starts displaying coronavirus symptoms while at school they must be collected by a member of family or household.

Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Symptoms of Coronavirus.

If a student is displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste), they MUST NOT come to school for 10 days and must contact school in the morning to inform of absence and reason why.

If a student displays symptom (temperature, cough or loss of sense of smell / taste) at school on call must be called and the child's parents contacted to remove them from the building. If the test is positive parents must inform the school. The child will not be allowed to return for 10 days and must not display any symptoms on their return.

The same process will be followed by the adults at school:

Staff to inform Julie Ingham or Ian Thompson if they have any symptoms of Covid-19 whilst in school. Any staff member who develops any symptoms whilst in school, will be sent home and the areas which they have been will be deep cleaned.

All staff to follow current absence procedure if calling an absence before school opens by contacting the absence line on 01228 404761 by 7am.

The Local Authority Public Health Team has produced specific guidance and advice on what to do if someone becomes ill

<https://content.govdelivery.com/accounts/UKCCC/bulletins/282a40b>.

All these precautions have been put in place to stop the spread of the virus and to ensure that we all take as much care as possible in ensuring that groups of pupils do not come into contact. We want to protect pupils, families and of course our staff.

Poor Response to an Infection

We will ensure all staff understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms (or order via Tel No. 119). Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit;
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace;
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

By the autumn term, all schools will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.

We will ask parents and staff to inform us immediately of the results of a test:

- if a child or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating although it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if a child or member of staff tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (a cough or anosmia can last for several weeks once the infection has gone). The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Staff Concerns

Pregnant women will be advised to follow the guidance available for [clinically vulnerable people](#)

Staff who may have increased risk from CV-19 must raise their concerns with the Head teacher who will explain the measures the school is putting in place to reduce the risk e.g. Pregnancy, Asthma etc.

Staff are to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures.

Staff well-being will be monitored weekly, by the schools H&S Team. **How?**

Training

All staff will receive appropriate training and updates on the measures contained within this risk assessment.

Monitoring

Risk Assessment and its implementation will be monitored by the School's H&S team on a regular basis and at least weekly in the first instance and will take account of well-being survey information, weekly LA infection reports and any critical incident reviews.

Regular feedback will be provided to staff on the Risk Assessment reviews.

Dissemination

This document will be provided to all staff and available on the school website and on the Departments Drive/Corona Virus.

This guidance will be updated and amended in line with updates from Government.