



COVID 19 Staff Guidelines

Date: May 2020

Review date: May 2021

Approved by Advisory Board:

Signed:

S. Dagg

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing a member of SLT), and access a test as soon as possible.
2. Clean your hands more often than usual - 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.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning are so important).
7. Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Students to be allowed out one at a time from your class using the toilet at any one time, including the ticketing system.
12. Limit your contact with other staff members, and don't congregate in shared spaces. Abide by the new ticketing process so that only one member of staff in the kitchen or two members of staff in the staffroom at any one time.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.