

## Guidance for Staff during COVID-19

This guidance is a document for staff to provide clarity and support to staff in their day to day actions and interactions in the academy in order to keep ourselves and others safe during this current time of a national pandemic. With staff following the guidance below, we should be able to continue to mitigate the risk to the academy and its wider community being adversely affected. This guidance can and should be read in conjunction with the academy's risk assessment.

As the adults in the academy, it is vital that we role model the necessary social distancing behaviours for our children and young people but also for our colleagues who may forget from time to time this new way of being in the academy environment. We can do this together to keep everyone safe.

It is important that staff do not feel that they are expected to teach in the same way as they did before we went into lockdown. For example, in the practical subjects, additional thought has been given to equipment usage and the movement around the room / outside space as this will continue to be constrained during this pandemic in order to keep everyone safe. You will be free to make clear adaptations to your teaching depending on what you are teaching and to whom based on your own assessment of the risk to social distancing measures in your classroom / workspace.

As a member of staff, if you experience any symptoms of the coronavirus you must self-isolate in line with the guidance from the government and Public Health England. The same advice applies if someone in your household develops symptoms. It is vital that you observe the self-isolation timescales involved (please be aware that these were updated on the 7<sup>th</sup> August). **If you, a child or anyone else within your household develops symptoms, you must isolate and book a test.** It is essential that staff members do this to enable the academy to act as swiftly as possible in order to protect the rest of the academy community. You should not return to work

until the outcome has been communicated to the Principal / CEO, the Assistant Principals or HR.

**NB: A reminder that PPE is not recommended for use in schools by the government. However, in order to support staff confidence, staff who feel that they would like to have access to the PPE offered by the academy (washable face coverings, hand sanitiser, gloves etc) are welcome to do so. These are available from central office or from the Primary Head office. Please ensure you follow the guidelines that accompany this so that this complies with the risk assessment.**

### ***Before entering the academy***

- Before leaving home wash your hands and avoid touching your face, mouth and eyes
- Should you be using public transport – avoid peak times (before 8.15am and after 4pm)
- If you are wearing PPE when you are about to enter the academy, please dispose of it in the lidded bins outside and wash your hands when you enter the academy. Should you feel the need to use PPE when in the academy, please apply fresh after washing your hands (particularly face masks, gloves).
- If you are unwell (with or without coronavirus symptoms), please call the absence line by the expected time so that the academy can ensure that it has adequate safety measures in place.

### ***On entering the academy***

- As soon as is reasonably practicable when you enter the academy, wash your hands for 20 seconds in line with the Public Health England (PHE) advice
- Should you enter a room with a sign regarding the last time that the room was cleaned, please take this sign off.

- Once in the room (whether classroom or office) use the light cleaning materials provided to wipe your workspace area including your computer keyboard, mouse and screen.

### ***During the academy day***

We will try to minimise and limit movement around the academy.

Where you are teaching or meeting with a small group of children do remind them of the social distancing measures that will need to be observed and why they are important. This is to put the children and young people at ease as well as to ensure that they follow the measures required to keep both yourself and them protected.

**NB: The behaviour policy has been updated to respond to COVID-19. Please see Appendix F of the behaviour policy. This has been sent to staff but is also on the academy's website.**

*For primary:* Follow the entrance protocols for KS1 and KS2.

- Children should be lined up to sanitise / wash their hands both before and after break and before and after lunch when applicable and again before they leave the academy.
- Encourage children to observe the social distancing rules and help them to find strategies to remember
- Make sure rooms have any equipment removed that are surplus to your teaching and learning needs.
- Do not take books home
- Should a student begin to display symptoms of COVID-19 (a continuous cough, loss of smell and taste, fever) they should be escorted (whilst maintaining at least a 2m distance) to the medical room where the escort should knock and wait outside and explain why they have attended the medical room. The medical team will take you through what will happen next.

*For secondary:* Older students will be directed to sanitise / wash their hands when they enter the academy at the entrance sanitising stations and again before entering their classroom.

- Meet students at the door and tell them where you want them to sit. Remind students that they are to keep a 2m distance from you and should avoid any physical contact with each other. Do remind them to use the hand sanitiser as they enter the room and again before they leave the room. Remind them generally of the importance of social distancing measures and how it will impact the wider community.
- Students should be lined up to wash their hands both before and after break and before and after lunch when applicable observing the distancing markings. You may be asked to escort your class to break or to lunch for their supervision depending on when they have your lesson or you may be asked to supervise them in the room that they are in during these times. They should use hand sanitiser if they enter a new room and upon leaving. Before they leave the academy, they will be directed to sanitise / wash their hands again.
- Make sure your classroom has any equipment removed that you feel is surplus to the teaching and learning experience that you wish to provide safely.
- Should a student begin to display symptoms of COVID-19 (a continuous cough, loss of smell and taste, fever) they should be directed to go straight to the medical room where they should knock and wait outside. The medical team will take you through what will happen next.

*For staff:* Should a member of staff begin to display symptoms of COVID-19 (a continuous cough, loss of smell and taste, fever) they should go straight to the medical room where they should knock and wait outside. The medical team will take you through what will happen next.

### ***Before leaving the academy***

- Before leaving the academy wash your hands and avoid touching your face, mouth and eyes.

- Should you need to wear a face mask or gloves for your journey from the academy, please put this on once you have left the academy.

### ***Raising concerns***

If staff have any concerns about safety or cleaning in the academy on any given day, it is vital that these are raised as soon as practicably possible. The first port of call, as usual should be your line manager. However, if it is a concern that you feel could put others at risk if not dealt with immediately, please contact the Assistant or Associate Principals and Principal / CEO either directly in person or indeed via email.

**Please note that this guidance may be updated in accordance with any government, medical or scientific advice received.**