

Principles for staff (from 8th March)

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. Follow the Test and Trace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- 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.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard product supplied by the school.
- 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 is so important).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Maintain social distancing of at least 2m wherever possible. This includes when providing individual support for children. Please seek advice from the SENCO for measures which need to be put in place for children with EHCPs.
- 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.
- Keep your classroom doors and windows open if possible for air flow.
- Limit the number of children from your class using the toilet at any one time- see guidance below

- Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- Make sure you've read the school's updated behaviour guidelines and know what role in it you're being asked to take
- Follow the 'Child Sickness Protocol' if a child presents with symptoms of COVID 19
- Staff must avoid unnecessary movement around the school and remain within their 'bubble' other than at break and lunchtime or if instructed by their class teacher

Routines for hygiene throughout the day

Staff must ensure:

Handwashing

Children and adults must wash their hands:

- as soon as they enter the classroom at any point in the day from outside
- before they leave the classroom for outdoor breaks
- after they have used the toilet
- at the end of the day
- if they sneeze or cough
- before they eat

Other:

- children do not share their food at lunch time
- children do not share water bottles
- children throw away plastic cups after one use
- children use the toilets one at a time during class time
- the number of children using the toilet at any one time at break and lunch time is limited

- children take their lunch box and water bottle home every day
 - children take their PE kit home at the end of the week
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Routines for cleaning during the day

- All cleaning materials will be kept in a safe place in the classroom out of sight and reach of children
 - Staff must ensure they report to site manager if they are running low on cleaning supplies
 - Do not clean toilet areas- issues with toilets should be reported to the site manager
 - Support staff will wipe down high traffic areas e.g. door handles, sinks, light switches, taps before morning break and before lunchtime
 - At the end of the school day, ensure any shared resources are cleaned appropriately. Those which cannot be easily cleaned by wiping down should be soaked in an appropriate disinfecting fluid overnight or kept unused for 72 hours. Ensure any equipment which has been soaked in disinfectant is thoroughly rinsed before it is used by the children.
 - All other end of day cleaning will be carried out by school cleaners.
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