

Staff procedures for return to school on 8th September 2020

Staff - core control measures			
Control measure	Procedure	Who	Review
Effective personal hygiene	<ul style="list-style-type: none"> • Staff to use correct handwashing techniques • Staff to wash hands: <ol style="list-style-type: none"> 1. On entry into school 2. If change classrooms 3. After morning break 4. Before eating (including snacks) 5. After eating (including snacks) 6. After afternoon break 7. After using the toilet • Staff should not touch their faces, eyes, nose etc 	Staff	
Reduce contact with other children/adults in school	<ul style="list-style-type: none"> • Children will be separated into bubbles • All teachers and other staff can work across different classes and year groups to enable a full educational offer • Children should be reminded not to leave their seats unnecessarily • If working with individual children, staff will stand behind the child working from above the child • Staggered breaktimes and lunchtimes • No more than 2 adults in the staffroom at any one time • Where possible, staff should continue to maintain a 2m distance from other staff and pupils • Staff should avoid face to face contact and minimise time spent within 1m of anyone. This will not always be possible when working with pupils with complex needs or pupils who need close contact care • Each member of staff will have their own cross-the-body stationery bag containing essential items which should not be shared 	Staff	
Cleaning of classrooms, toilets, staffroom and resources	<ul style="list-style-type: none"> • Cleaning resources are available in each classroom • Tables and seating will be cleaned each breaktime and lunchtime • Touchpoints (including: door handles, light switches, banisters, toilet, sinks...) will be cleaned each breaktime and lunchtime • Keypad entry systems will be cleaned before 	Staff	

	<p>and after school and after each breaktime and lunchtime</p> <ul style="list-style-type: none"> • Bins should be checked and emptied if necessary at lunchtime • Indoor classroom based resources shared within the bubble will be cleaned daily • Resources shared between bubbles on a daily basis will be cleaned before each bubble uses them • Other shared resources (used less frequently) which have been used by a bubble will be left unused and out of reach for a period of 48 hours (72 hours for plastics) before any other bubble uses them 		
Unwell staff (with COVID-19 symptoms)	<ul style="list-style-type: none"> • If a member of staff becomes unwell with COVID-19 symptoms, they will be sent home and advised to follow the guidance set out in <i>COVID-19: guidance for households with possible coronavirus infection</i> • Staff displaying symptoms will be asked to self-isolate for 10 days. After 10 days, if they still have a high temperature, they should continue to self-isolate until temperature returns to normal. Other members of the household should self-isolate for 14 days • If a member of staff tests negative and they feel well and no longer have symptoms, they can stop self-isolating • All staff who are attending an education setting will have access to a test • School will contact the relevant agencies e.g. LA/Public Health England for further advice • Staff will be informed 	Staff	
Dealing with unwell children (with COVID-19 symptoms)	<ul style="list-style-type: none"> • Staff should wear appropriate PPE and maintain social distancing where possible • The child should be taken to the staffroom • Staff should open the window for ventilation • Staff should inform RB who will phone the child's parent • Once the child has been collected, the member of staff should deep-clean the staff room • Hands should be washed thoroughly using correct handwashing techniques 	Staff	

<p>Child and staff absence</p>	<ul style="list-style-type: none"> • Pupils of compulsory school age MUST return to school in September UNLESS a statutory reason applies: e.g. pupil has been granted a leave of absence, pupil is unable to attend because of sickness, pupil remains under the care of a specialist health professional and absence is advised, pupil is absent because of a necessary religious observance • Registers will be taken daily • Absences will be monitored 	<p>RB/EN</p>	
<p>Support and guidance</p>	<ul style="list-style-type: none"> • Ensure staff are fully supported • Regular communication/updates • Open door policy for concerns/worries 	<p>EN/LL</p>	