

## General guidance for staff

There are three main strategies that will minimise the risk of transmission of the Coronavirus. These are maintaining good hygiene habits, keeping social distance and regular cleaning of your work environment.

### Good hygiene habits

- Wash your hands on entry to the Academy
- Washing your hands regularly throughout the day.
- Wash your hands before and after handling student books.
- Use hand sanitiser located around the site, if you cannot wash your hands.
- Sneeze / cough into your elbow or a tissue.
- Put used tissues in the bin 'Catch it, Bin it, Kill it'.
- Do not touch your nose eyes or mouth - if you do wash your hands
- Do not use hand dryers, please use paper towels and bin them
- Use wipes to clean the photocopier screen before and after use
- If you are using shared cups, cutlery etc wash it before use and again afterwards

### Keep social distance

- Maintain 2m social distancing, where possible throughout the site.
- Walk on the left in corridors and follow One way systems.
- Avoid sharing workstations, where this is not possible, clean the desk, keyboard and mouse prior to using the workstation.
- Do not sit opposite someone. Use back-to-back or side-to-side working, whenever possible.

### Keeping your classroom/work area clean

- Cleaning wipes / spray and hand sanitiser is available in each classroom.
- Teacher to use or supervise students to use cleaning wipes / spray to wipe down desks or tables at the time as required
- Teacher to use or supervise students to use cleaning wipes / spray to wipe down all keyboards and mice prior to the start of a lesson.
- All staff use cleaning wipes / spray to clean the telephone or work area prior to use in their offices.

### Using PPE

- You may wear a face covering or mask when travelling around the school building but not in classrooms.
- You may wear a face visor in classrooms if you wish.

### If you present with symptoms during the school day you should

- Inform Janet Holloway-Smith and your Line Manager to make cover arrangements for the rest of the day
- Go home and follow the government guidelines of Contact and Trace (as at 27.5.20)
  - self isolate
  - book a test
  - if positive inform Janet Holloway-Smith and Line Manager
  - self isolate for 10 days
  - if negative, return to work

If you have any questions please speak to your line manager

