

PROTOCOL FOR STAFF

Please bear in mind some of the safety rules which have been added for everyone's health and safety during COVID:

Do NOT come into school if you are unwell or showing any of the symptoms of COVID19. (See reverse)

If during the day you develop any of these symptoms, please inform JLA Absence and a member of the Leadership Team. Then follow government guidance on self-isolating and contact 111 as well as booking a test. You will be unable to return to work until you have undertaken a COVID19 test.

DO NOT come to school if you are clinically extremely vulnerable or living with someone who is in this group you should continue home learning. If you are clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice. Please refer to [government guidance](#) for further details of these groups. This is important for your safety and that of your family.

- Staff to ensure ID badges are worn at all times
- Please sign in on arrival and out on departure, it is advisable to have your own pen.
- Please indicate which rooms you are using on the sheet.
- Please stay 2m apart from anyone in front of you as you enter Reception and as you move around the Academy and in classrooms.
- No shaking hands.
- Please do not go into rooms where other staff are working unless there is space to do so safely.
- You may bring your own PPE if you wish but that is entirely your choice based on current government guidance (unless this changes – see reverse of sheet). There will be some available upon request.
- All rooms that have been allocated have been cleaned prior to interviews/ activities/ students arriving but please wipe down tables and chairs regularly. Please leave cleaning products for next person.
- Please keep windows and doors open for ventilation.
- Cleaning agents are provided in rooms where there are planned activities for interviews/students but if this was not a timetabled activity and you are collecting/preparing materials you must pre-arrange with Tom Freeman (24 hours notice min) so he can arrange for cleaning after use.
- Please wash/sanitize your hands regularly in line with guidance and model to students.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- We have chosen specific rooms and will lay them out so that all small group activities/meeting / student activities have enough space to allow for this. Please do NOT alter room layout/seating plan. Room plans for students allocated seats will be provided for staff.
- Where students are in rooms, they will be allocated a seat and remain in the same seat throughout. **Please see student protocol for what they should/should not do.** If you allow them to go to the toilet or outside they need to be escorted as we MUST know where they are and where they have been so these areas can be cleaned. We want to restrict this to the allocated room, toilets and outside.
- Extra cleaning and hand sanitizing are provided in rooms. Please leave this and it will be re-filled. Record on Every if it is empty.
- Please minimise the use of shared resources and clean when used. Please store all unnecessary equipment away.
- Students will be provided with own pencils/pens and stored in a plastic named wallet.
- If students bring in work, they will put this in a plastic wallet, dated, labelled by name and subject and leave in designated box. After 72 hours staff can access these for marking/checking.
- There will be a one-way system in each building used. Please ensure you get students to follow this.

- If students break these COVID-19 specific rules and put others at risk, please follow PBM C1-4 but where this escalates and they do not follow instructions please escalate to a member of the LT. At C3 there is no Hot Spot, please call for a member of the LT and they will try and de-escalate (see Y10 building protocol for more details).
- If you have students in and they show any signs they are to be taken by the on-call person to the Post 16 lower common room. Please advise the LT immediately or Tom Freeman/Alison Fletcher. They will remain in isolation and be sent home. You do not need to stay with them, please return to your group/room.
- Please note that at the present time we are unable to provide lunch due to the COVID 19 and having no canteen or local suppliers available to deliver.
- Therefore, please bring your own food and drink would you kindly take your litter away with you as we do not currently have a rubbish collection during the lockdown.
- First Aid boxes to be placed in vicinity of all rooms in use. Defib located in main build reception.
- Please be aware of the additional Protocol sheet for each separate building – Vulnerable students – old Building, Year 10 KWB and Year 12 KWB2 as there are slightly different rules for all.

*Current DfE guidance on PPE 25/05/2020

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Therefore, we do not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. We do not have any student who require this at the present time. RA's will be in place for any EHCP child who returns.
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. We will have full protective PPE for staff and

First Aid staff who have to attend to a child or have to supervise whilst waiting for a parent to collect their child.

We will follow the DfE Guidance below with anyone who shows any symptoms who have been in school:

What are the Symptoms:

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

Urgent advice: Use the 111 online coronavirus service if you have any of the symptoms.

If you become unwell during the Academy day with coronavirus symptoms, you should:

- Inform JLA Absence and a member of the Leadership Team before leaving site.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Use a designated COVID19 bathroom (see individual building protocol if needed before you leave)

If you live alone, you must self-isolate for 7 days. If you live with others and are the first to have symptoms, you must self-isolate for 7 days. Everyone else in your household must self-isolate for 14 days.

Anyone with symptoms of coronavirus should ask for a test on-line or phone to arrange a test by calling 119 if the test comes back negative everyone in the household can go back to normal, if you are found to be positive, the NHS test and trace team or local public health teams will get in touch – via text, email or phone call to discuss who you have come into contact with or places you have visited. Any of those contacts deemed at risk of catching the virus will be emailed or texted with instructions to go into isolation for 14 days whether they are sick or not. They will be tested only if they develop the symptoms. The rest of their household does not have to isolate unless someone becomes ill.

What if you /or students develop symptoms? This is the DfE advice:

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. They will not be allowed to return to the Academy if they have not been tested.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days (see track and trace above). The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole Academy will not generally be necessary but we will follow the advice given and local lockdown advice as necessary.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.