

## PROTOCOL FOR STAFF FROM 1<sup>ST</sup> SEPTEMBER 2021

Please bear in mind that whilst a number of National restrictions have eased, we all have a duty to protect everyone and keep everyone safe and you have a duty of care to each other, so we are continuing to be rigorous and maintain a number of protocols to ensure everyone's health and safety during the on-going pandemic.

Please do NOT come into school if you are unwell or showing any of the symptoms of COVID19. (See updated guidance)

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 119 as well as booking a PCR test. ***You will be unable to return until you have taken a COVID19 test, if this is negative you can return when well, if this is positive you must inform the Academy and follow government guidance for isolation and will be contacted by NHS Test and Trace.***

- Staff to ensure ID badges are worn at all times.
- Staff are encouraged to be vaccinated (unless medically exempt).
- Staff are encouraged to undertake regular LFD testing twice weekly and record on the Academy website and NHS site.
- We recommend you continue stay 2 m away from other staff and students, wherever possible/practical. There are hazard tape lines in classrooms to indicate this. However on corridors and in some circumstances this may not be possible (see below re masks). Please do not invade others' personal space.
- Staff should continue to avoid face to face contact and minimise time spent within 1 metre of anyone (under a minute where possible). This means: Staff **should avoid** having face to face conversations within 1m. Continue to use screens and distancing lines in classrooms wherever possible/practical. Where you need to hold a conversation within 1m, there are other ways to hold necessary conversations with staff and students such as standing sideways on or from behind. In addition, staff who have conversations within 2m should minimise these to under 15 minutes. Use large spaces for longer conversations where you can maintain a 2m plus distance.
- Staff should welcome students into class promptly to avoid student congestion on corridors. Avoid lining students up on the corridor unless waiting for a teacher/cover to arrive.
- Where you need to support a student closer than 2m, this should be done for a minimum amount of time (side by side or from behind) and we continue to recommend that masks are worn.
- Inform students they should not come up to your desk unless they have your permission. Perspex screens are still there to protect you and them.
- Avoid shaking hands or contact between staff and/or students.
- Some staff may need to have contact with students for example where necessary for EHCP students (masks and gloves should continue to be worn for your safety).
- Where it is necessary that you need to enter a colleague's room, please ensure you remain over 2 m apart and we recommend you wear a mask, especially where social distancing cannot be maintained.
- You must abide by the room maximum numbers, especially in offices/staff rooms. Where you need to hold a meeting, please use a room where social distancing can be maintained (one adult per desk facing the front) and there is good ventilation.
- PPE should be worn by staff as outlined in a specific RA for the individual or subject or identified TA's working with specified students as identified in the students RA. PPE must be worn by staff who need to support a student/colleague with suspected symptoms where you are unable to maintain a safe 2m distance.
- We **strongly recommend staff continue to** wear face masks in all communal enclosed areas where social distancing cannot be maintained, this includes: classrooms when moving around the class, on the corridors, offices, prep rooms, staff rooms, changing rooms, in the Dining areas, when on duty inside. Where outside wearing a mask is recommended when on duty in congested areas, crossing the yard at lesson changeovers and at the start/end of school where social distancing cannot be maintained.
- Masks must be worn (unless medically exempt) for any large gatherings such as training days and where social distancing cannot be maintained.

- Staff should always have a mask available to be worn at all times.
- Please remember, wearing a mask does not negate the social distancing rules above. Social distancing **should be practiced by all wherever possible/practical**. Please note that wearing a visor is not an alternative to a mask (except where medical grounds prevents a member of staff wearing a mask).
- If for any reason, you move to a different room than the one that is timetabled please keep a record of this in case required for Track and Trace purposes.
- All rooms will be cleaned daily, however between lessons we recommend you wipe your teacher's desk regularly. Students can be asked to wipe their tables/equipment when changing year groups wherever possible/practical. To support safety of all we ask that staff support in wiping down some equipment/tables.
- Cleaners will continue to wipe toilets, staff rooms frequent touch points such as rails and door handles.
- Cleaning products are provided in every room. Cleaning products should be left in rooms as labelled, wipes and hand sanitizers for next person in that room. Anti-viral solutions can be used for wiping equipment and desks. Wipes can be used by staff/students, but these are not cost effective in the long run so where possible please use the cleaning materials provided.
- Student and teacher desks should be wiped by teachers/TA's/technicians/cleaners and/or students at least once during the day to reduce contamination, more frequently between each year if possible.
- Where students are asked to wipe equipment/tables this should be done using the wipes provided.
- Windows and doors in classrooms should be kept open for ventilation when staff/students are in rooms. If you close doors during cold weather, you **MUST** still have sufficient windows open to allow good ventilation.
- Students may wear coats at the discretion of the Principal in the classroom (when the weather gets colder), but students must have blazers on (wearing coats is not an alternative to wearing their blazers).
- Please wash/sanitize your hands regularly in line with Government guidance and model to students.
- Staff to actively encourage students to wash/sanitize hands regularly when entering the classroom and especially when students use the toilets/shared areas.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Posters should be displayed in all rooms. Tissues and bins with lids are also provided in each room.
- When you dispose of PPE this should be placed in bins.
- Students should continue to be seated facing the front on separate desks wherever possible. This is the recommended safe seating plan arrangement. However, alternatives can be used when agreed via the subject Risk Assessment. Where group activities are used and alternative seating plans used on occasions for some lessons, these should be recorded and then return to the main desk arrangements.
- Seating Plans (PIMS) must be used including form time (2m distancing should continue to be maintained), for safety. If you change seating plans you need to ensure the new plan is recorded. You may still move students within a class as a new PIM or for managing student behaviour . Please keep a record of your seating plans (and changes) as this may be required at a later date for Track and Trace. Reminder that PIMS need to be clearly visible for all cover lessons. Updated PIMS should be stored on SharePoint so they are accessible as needed for Track and Trace.
- Registers must be kept (and stored on SharePoint for Tack and Trace purposes for all Extra-curricular activities and Library use.
- Staff should also face the front and sit on separate desks, wherever possible in all meetings to maintain social distancing and are recommended to wear a mask. There should also be good ventilation.
- There should be an option for staff to attend meetings via Teams, especially for CEV/CV staff, wherever possible/practical. This should be the case for all departmental and/Year meetings.
- Full staff meetings on Mondays and Thursdays will be on Teams until further notice and all staff should ensure they have access to Teams.
- Extra cleaning and hand sanitizing products are provided in rooms. Please don't remove from the room and please check regularly if you need a refill. Please record on Every or contact L Gardiner if you need extra or collect from Reception.

- Please minimise the use of shared teaching resources and clean prior to use by a different year group wherever possible/practical (equipment should be cleaned/wiped at least twice a day).
- Please store all unnecessary equipment away. Please reduce clutter on desks and window ledges to help with cleaning.
- Students and staff should have own personal equipment. They should bring their own equipment and green pens. These should not be shared. Tutors should check daily that all students have basic equipment, so that we do not have issues through the day. If students are unable to purchase on the day, please provide but inform the tutor so they can reinforce expectations. If a pen is lent to a student, please inform Tutor/Head of year so they can follow up and reinforce expectations. When pens are handed back in, keep these separate in a storage container until they can be wiped (with a viral spray) before re-using. Students may purchase personal equipment via Parent mail and then collect from Reception when they have been paid for.
- Teaching equipment e.g. texts (not personal equipment such as pens/pencils) can be shared but should be cleaned regularly.
- Students must not leave bags/own equipment in rooms (except for split lessons) they must carry equipment/kit with them at all times. Any lost kit or kit left behind will be removed and quarantined for 72 hours.
- There will be a one-way system in each building. Please ensure you and students follow this and reinforce regularly to embed this.
- At lesson changeovers please get students quickly into classrooms so they do not block the corridors and do not queue on a corridor.
- Students may be allowed to go to the toilets during the lesson (**except during P4**), however they should use toilets in teaching blocks where there are toilets and use the ones on the same floor. Students in Art/Tech/Science would go to the West End toilets. However, as always we DO NOT want students leaving the lesson unless essential. Please use discretion but avoid this where possible if close to a movement bell.
- Please follow PBM policy or where a serious behaviour breach call for on-call in usual way.
- Students should not be sent to a member of staff during lesson time without prior permission through a note or email from the member of staff. If staff need to see students for other reasons they will come and collect them.
- Hot Spot may be organised across year groups but students should sit at the front on separate desks so as to keep apart wherever possible. You need to ensure the student arrives so they may need to be escorted by a member of staff (use a TA/Teacher/HOF/HOD or failing that on-call ).
- If you have students in and they show any COVID symptoms they are to be taken by a member of staff from your own area or if no-one is available then use on—call to the COVID room in the old building opposite the old reception. Staff escorting should remain at 2m distancing from the student. Staff will then advise the LT immediately or Tom Freeman/Alison Fletcher/L Gardiner and Site Manager on Duty should be called to open gates. **Please do not send a whole staff email for a First Aider.** Students will remain in isolation and be sent home. Someone should remain with them (**they MUST NOT be left unattended until one of the above arrives**), but NOT go into the room unless absolutely necessary and if they go into the room they must then wear FULL PPE – located in old Reception. Before the student leaves, staff must collect the following information: where they have been and if they have used any other toilet facilities to ensure it has been cleaned. Site Manager will then ensure the Covid room is cleaned.
- Please bring your own food and drink. The safest place to have this is in your own room as limited access to staff rooms due to social distancing. You should avoid sharing a small room or offices for lunches as masks cannot be worn whilst eating/drinking so please use a room where sufficient social distancing can be maintained and observe the maximum numbers.
- Avoid using the staff rooms if possible but where needed ensure you follow maximum numbers limit on social distancing as indicated and wipe all surfaces and equipment you have used after use.
- First Aid Policy remains the same. Please ensure you are aware of the changes.
- Fire Procedures - you must be aware of the revised procedures and locations.
- Please be aware of your own subject modified Risk Assessments and subject additional protocols in delivery of your curriculum, especially in practical subjects and ensure you follow these.

- Please reinforce the expectations in a positive manner to encourage them to behave in a responsible and safe manner. All teachers/tutors/support staff will need to reinforce the student protocols so students understand the importance of these additional rules.
- There will be consequences for students to deliberately contravene student protocols and Code of Conduct/Behaviour Contract and put others at risk, though we do need to determine first whether this is accidental and can be dealt with via the teacher/tutor/support staff with a reminder/reinforcement of the expectations.
- Please try and catch students “being good” and give them praise to reinforce and promote further positive behaviour– see revised PBM

### **Background Latest Guidance**

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

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them **do not need to go home to self-isolate unless they develop symptoms themselves** (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

#### **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

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, or tested positive, if you are exempt (see below) you no longer need to isolate\*. However, if you are not exempt then you will need to isolate straight away, if they test positive then you should continue to isolate for 10 days from the day they developed symptoms following government guidance.

#### **Close Contacts**

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact

- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

If you are notified that you have been identified as a close contact of a positive case and you are not exempt, then you are legally required to self-isolate. From 16 August **you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:**

#### **Exemptions:**

- you are fully vaccinated
- you are below the age of 18 years and 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

**\*Important: If you are exempt**, you will usually be able to continue to go to work as normal **but will be recommended to take a PCR test**. However if you are a close contact we would expect you to ensure you follow the Covid protocols rigorously and wear a mask; ensure you socially distance and minimise contacts with others as far as possible. This is in line with the government guidance.

If none of the above apply you must self-isolate until 10 days after the most recent day on which you were exposed to the positive case. You will be informed either way by the NHS Track and Trace.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

#### **If you test negative**

If you get a negative PCR test result, this means you are at low risk of having coronavirus. Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.

#### **If you test positive**

If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate.

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.

**Test results must be notified to school as soon as they are received.**

**Masks must be worn correctly covering the nose, mouth and chin only. Safe wearing of face coverings requires cleaning of hands before and after touching** – including to remove or put them on – and the safe storage of them in

individual, **sealable plastic bags between use**. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

PPE should be worn if:

- an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.

**Control Measures under the new guidance (17<sup>th</sup> August) that are still essential for all:**

1. Ensure good hand hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self isolation and managing confirmed cases of COVID-19.

**Regular cleaning plays a vital role in limiting the transmission of COVID-19.**

**At JLA** we follow the Government guidance on cleaning. All desks will be cleaned every night by the regular cleaners. Please ensure your surfaces such as window ledges, tables etc are clear so they can clean effectively.

We continue to employ additional cleaners during the daytime to do frequently touched surfaces such as door handles, grab rails and to ensure toilets in each building are regularly cleaned. Unfortunately it is not possible or realistic to have a cleaner to go into every room so we ask that all staff support with cleaning surfaces within their room as part of their own room preparation and safety measures prior to teaching.

During the day staff (teachers/TA/Technicians and/or students ) should clean surfaces **at least once** during the day to ensure we meet the minimum requirement.