

## **Key messages for all staff**

- Staff must adhere to guidelines laid down by government

### **PPE :**

- when should PPE be worn – when 2 metre distance cannot be observed from pupils, other staff members, intimate care, -on corridors, when leaving classroom
- PPE will be stored in strong room – will be sent to classrooms
- Masks should be worn on yard – difficult to maintain distance
- When you are close to a child- working with a group – masks not visors should be worn
- Full PPE should be worn for intimate care-Visor and mask, gloves and apron

### **Handling items from home:**

- Items coming in from home: library books etc. need to be placed in a box and left for 72 hrs
- Should not handle lunch boxes etc- if you need to help a child take the necessary precautions
- Water bottle cannot be filled in school
- Exceptions to items coming in from home – essential: inhalers etc.

### **Bins:**

- Must wear glove when handling rubbish/waste bins

### **Communal Areas:**

- Wash and sanitise hands before entering
- Staffroom – max 6 people in – please wipe down surfaces before and after you use (sprays and wipes will be available)
- Staffroom door and window to be left open
- Anti- bacterial wipe will be placed in staff toilets – for use – do **not** put into the toilet
- Be mindful of commonly touched points
- All doors to be left open (exception external doors, ASD class where fight risk)
- Office is not accessible- ask for items
- Children cannot be sent on messages

### **Photocopier**

- Please sanitise hands before use

### **Phone**

- Phone and chair will be left on window ledge area outside Eva's office- wipes will be available-for use at break times and after school

### **First Aid procedures**

- If attending to first aid full PPE must be worn – mask and visor, gloves and apron (as for intimate care)
- child will have to be sent in via Joan's door
- class teacher to attend
- child to be taken to own classroom by teacher and first aid applied

### **Yard Duty**

- Yard duty rota attached
- Bubbles not to mix
- Wear a **mask** for yard duty
- Toilets as per last year cannot be used during lunch break- children to go to toilet before going out
- If child has to go to toilet, they go in lower door and use the toilet in their own classroom
- No buddies on yard this year
- Teachers to use door on lower corridor to collect children from yard – to avoid clashing with children entering

### **Cleaning**

- Tables and chair spray and wipe with blue roll-Morning and evening- children can clean own space- and then sanitise hands – *in older rooms table will have tape to denote centre*
- Teachers /SNA's to clean own workspace
- Toys – bags with tablets
- Support teachers – children to clean when they come into room and then sanitise hands

### **Bell**

- No bell -important that you know your yard times

### **LWR**

- Gillian is lead worker representative