

## **Procedures for movement around the school site during COVID-19**

### **For school staff and pupils attending whilst school is partly open**

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#### **Protective measures to take when moving around the school site**

- Doors are left open to limit the use of door handles and aid ventilation. Do not close the doors.
- Access to areas within the school site will be limited to specific teaching areas (English corridor and the SAM block/Maths corridor and a few specialist classrooms), toilet facilities, reception, staff room and student support. This is to minimise the risk of transmission of the virus and the resultant need for deep cleaning of the wider school site.
- On arrival, students will be directed to move at staggered intervals to their first lesson each day
- You should follow the one-way systems in place to maintain 2m (3 steps) distance from others.
- Care should be taken to avoid overcrowding the toilet area. If there are others already in the toilet area and it would not be possible to maintain 2m (3 steps) distance from others, you must wait/queue outside the toilet area until it is safe to enter.
- It should be noted that students will not be able to use the toilets after this time, except in the event of an emergency.
- Be self-sufficient. Bring everything that you will need with you to school and do not share with others.
- Only equipment needed during the lesson should be taken out of bags or cupboards and at the end of each day a strict clear desk policy should be maintained i.e. all desks should be cleared at the end of each day and no equipment should be left lying around offices and classrooms.
- Extra care should be taken of your personal possessions to avoid the risk of leaving them behind when you leave the school site. Handling lost property increases the risk of contact and contamination.
- Minimise any contact you have with others and maintain 2m (3 steps) distance at all times.
- If you are not able to maintain a safe distance from others, try and avoid face-to-face contact by working side-by-side or back-to-back. Limit any exposure time to less than 15 minutes.
- The government says that wearing a face-covering or face mask in schools or other education settings is not recommended.
- PPE is not required but the school has supplies of gloves and plastic aprons if needed e.g. when providing first aid assistance.
- Red bins for the disposal of tissues are provided in classrooms

**At all times, follow the government guidelines for hand cleaning, not touching mouth, eyes, and nose and the 'catch it, bin it, kill it' advice.**