

## **Procedures for teachers, LSA, TA or other adults working in a classroom during COVID-19**

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

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#### **Protective measures for teachers using a classroom before students arrive**

- Ensure you wash your hands before you enter a classroom
- All classrooms will be deep cleaned at the end of each day ready for the first class to arrive in the morning.
- Classrooms used on the timetable will be cleaned between each session
- The classroom will be set out in a certain way to ensure social distancing is maintained. Do not move the furniture without checking first with Nick Sinclair (Facilities Manager).
- Students working in bubbles will have their own dedicated workspace for the day. These rooms will be cleaned daily.
- Doors left open to limit the use of door handles and aid ventilation. Do not close the doors.
- Ensure there is plenty of ventilation in the classroom.

#### **Protective measures to take as the pupils arrive for their lesson and during the lesson**

- Keyworker/vulnerable students work in bubbles each day at dedicated workstations/desks. (rooms used currently are AD5, E8 and LRC)
- Bubble students are self-sufficient and go straight to dedicated rooms at 8.30 -8.45
- For Y10/other students, classrooms will be allocated according to the new timetable (Shared Google Document) between 9:30 and 10:00
- Students/parents have been provided with Key messages information
- Staff should make sure they know where they will be working each day.
- Y10 lessons will largely take place in the English corridor or in the SAM block/Maths corridor. In each case, a one-way system must be followed when you arrive at or leave the classroom (see separate procedures for movement around the school site). A small number of specialist teaching areas will be used.
- A member of the Senior Leadership Team will collect and deliver to your classroom the pupils attending your lesson.
- Pupils will have washed their hands before entering the room
- Greet the pupils at the door on arrival and remind them of the need to maintain 2m (3 steps) distance with others.
- Invite the pupils to enter the classroom one at a time and to go to a desk and sit down.
- Once in the classroom, remind the pupils that they must remain seated until the end of the lesson.
- You must remain at the front of the classroom or at 2m distance from others at all times.
- Be self-sufficient. Bring everything that you will need with you to school and do not share with other staff.
- Avoid sharing of stationery and other equipment where possible.
- Shared equipment should be sanitised before and after use by each person.
- Minimise any contact you have with the pupils in the classroom. Maintain 2m (3 steps) distance at all times and at all costs, avoid face-to-face contact with the pupils. if this is not possible minimise contact time to less than 15 minutes and try to work side by side.
- 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

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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.
- 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.
- A red bin is provided for the disposal of tissues, gloves or masks. Make sure students are briefed on the correct use.
- Remind students that chewing gum is not permitted.

### **Protective measures to take as the pupils leave the lesson**

- At the directed time, you should invite the students to gather their belongings, making sure they have everything they brought with them, and dismiss them one at a time.
- A member of the Senior Leadership Team will come to collect the pupils and escort them off the school site.
- The pupils should be reminded that they must continue to maintain the 2m (3 steps) social distance from others until they reach home and they should leave via the school reception and main school gates. Further, the pupils should not stop/wait for others as they leave school.
- Once the pupils have left, the room will be cleaned before the next use (as per the published timetable)

**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.**