



St White's Primary School

**Covid Policy  
Principles for Staff**

Date of Review: May 2020

Date of Next Review: May 2021

Signed,  
Chair of Governors:

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### **Staff Attendance Policy (Principles for staff) Annex**

1. Please do not come to work if you have coronavirus symptoms. While you are at school, please inform the head teacher if these symptoms develop (so that cover can be organised) and then you will be sent home. The school will arrange for you to access a test as soon as possible.
2. At 8:15am there will be a socially distanced staff circle, which you may attend. This will be an opportunity for us to share challenges and celebrations.
3. Always start the day with the script for pupils and use all, or parts of it throughout the day as necessary.
4. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
5. Use the 'catch it, bin it, kill it' approach.
6. Use the tall recycling bins for tissues and paper towels, and the class bins for recycling.
7. Avoid touching your mouth, nose and eyes.
8. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
9. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
10. Consider, where appropriate, avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
11. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
12. Prevent your class from sharing equipment and resources (like stationery) wherever possible.
13. Keep your classroom door and windows open if possible for airflow after the main gates are locked at 9:30.
14. Only allow one child to use the toilet to one at any one time.
15. Limit your contact with other staff members. Do not congregate in shared spaces, or outdoors. You must stay in your bubble.
16. At lunchtime, you can use the school's i-pads to have 'team' meetings with other members of staff to avoid isolation.
17. At lunchtime, you may use your bubble's outside area as the MDSAs will be managing the children.
18. Make sure you have read the school's updated behaviour policy and know what role in it you're being asked to take.
19. At lunchtime, you may remove yourself from the classroom so that the MDSAs are in charge of the children. You can use the outside area of the classroom if they are

inside, or vice versa. You can use the forest school area but must very obviously socially distance as you are visible to the public. If it is wet, you may sit inside the corridors beside your classroom door.

20. The school would encourage all members of staff to remain on site during their working hours while the children are in school.