

Trinity Academy Richmond, Eppleby Forcett and Middleton Tyas – Staff Guidelines January 2021

Have you read: 1) The Risk Assessment? 2) Transport to school guidance?

In case of Fire or Lockdown, usual procedures apply but at a safe distance.

In order to keep everyone as safe as possible, please try to...

- 1) Use your lateral flow test every 3 or 4 days and report your results both to the DfE and school office.
- 2) Socially distance at 2m. Wear a face covering in all indoor areas outside of classrooms. *Note: Visors must not be worn instead of face coverings.*
- 3) Stay in your group, in your allocated areas with windows and doors open (if safe to do so). You may wish to eat outside. If you use the staffroom, please wipe equipment down. *Note: If you work across groups, please be extra-vigilant!*
- 4) Ensure children are effectively socially distancing at 2m and have their own named set of resources or group resources. Be mindful if moving around the school.
- 5) Only allow 1 child to use the toilet at a time. Gloves must be worn for intimate care, as usual.
- 6) Keep your hands away from your face, eyes and nose and 'Catch it, bin it, kill it'!
- 7) Keep washing your hands and ensure the children are regularly washing theirs – at least on arrival, before and after lunch and before they go home.
- 8) Wipe surfaces and door handles and phones and photocopiers after use – Gloves, cloths and spray are provided.
- 9) Ensure iPads and computers are wiped down every day by yourself or the cleaner - Including any equipment you use at home.
- 10) Ensure that any resources shared between groups are cleaned or left for 72 hours before next use.
- 11) Tie off the bin bag every day after lunch and start the fresh one.
- 12) Ensure children do not bring in resources from home or take resources home from school other than a hat, coat, lunch box and reading book. Please leave a box outside for any returned items e.g. Books.
- 13) Ensure parents do not enter the school building and at Eppleby Forcett, do not enter the site at all.
- 14) Ensure water bottles are rinsed out with Milton, at least once a week, and stay in school.

If a child becomes unwell...	If a member of staff becomes unwell...
The Head of School/Team Leader will be contacted. They will be sent to the Head of School/Team Leader and they will sit outside their office on a plastic chair. Temperature may be taken. The child will be sent home with another family member from their own household or we will phone an ambulance. If they test positive for C19, the EHT/Head of School will send all of the children and staff from that Group home – they will all self-isolate for 10 days and the room they were using will be deep cleaned.	The Head of School/Team Leader will be contacted. They will be sent to the front entrance via outside and they sit outside or just inside the main door on a plastic chair. Temperature may be taken. The staff member will be sent home either on their own, with another family member from their own household or we will phone an ambulance. If they test positive for C19, the EHT/Head of School will send all of the children and staff from that Group home – they will all self-isolate for 10 days and the room they were using will be deep cleaned.

Thank you so much for helping to keep us all as safe as possible.