

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

Please make sure that you have read and adhere to the Risk Assessment.

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

- 1) Ensure you are fully vaccinated.
- 2) Take a lateral flow test every 3 or 4 days and report your results both to the DfE and school office via Forms.
- 3) Wear a face covering in enclosed and crowded spaces, where you may come into contact with people you don't normally meet. *Note: Visors must not be worn instead of face coverings.*
- 4) Keep windows and doors open (if safe to do so).
- 5) Continue to promote the 'Catch it, bin it, kill it' approach!
- 6) 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.
- 7) Tie off the bin bag every day after lunch and start the fresh one.
- 8) Ensure water bottles are rinsed out with Milton, at least once a week, if they stay in school.
- 9) Do remember there are many sources of support on our Mental Health page on the website, for all stakeholders.

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, they will self-isolate for 10 days.	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, they will self-isolate for 10 days.

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