

If a pupil feels unwell

- Pupils must not attend school if they display any symptoms of the virus
- If a student is feeling unwell or displays any of the symptoms of Covid-19, the teacher should ask them to go to the front office
- They should not send them to the Year Head or Tutor
- If a student is able, they should collect their belongings and bring them with them

First Aid

- All First-Aid requests should be directed through the Front Office
- If possible send the child to the Front Office
- If the child cannot go to Front Office, a member of staff should ring the front office

Emergency Evacuation

- Staff should be aware of the Emergency Evacuation instructions for each classroom that they are in - exiting the building at the nearest point
- If exiting onto the courtyard from the Maths/Languages/English/Geography corridors, staff should direct pupils between the Front Office and the Convent

External Contractors / Visitors

- Visitors to the school site are limited to essential visits only
- Do not invite guests/contractors without prior clearance from Principal/Bursar
- All visitors must sign in at the Front Office to comply with Track and Trace
- All visitors must wear a mask and sanitise hands

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- coordinate and work with their colleagues to ensure that physical distancing is maintained
- make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing

If a member of staff/pupil has reported being unwell with COVID-19 symptoms, what immediate action should be taken?

If anyone reports being unwell with COVID-19 symptoms, if they are in school **they should be sent home immediately**, or if they are at home (or live at home with someone who is unwell with COVID-19 symptoms) they should be told **not to come into school**. They should be advised to follow the PHA guidance* and obtain a test.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with COVID-19 symptoms they **do not** need to go home unless they develop symptoms themselves.

If the result is negative - the pupil or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

If the result is positive – the pupil or staff member will be contacted by the Contact Tracing Service in the PHA, and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or been within 2 metres for more than 15 minutes. Inform the school about the outcome of the test.

PHA guidance under the Test and Trace and Protect programme will be applied for all staff or pupils in contact with someone who tests positive for COVID -19.

Passing in corridors and short periods of contact does not present a significant risk to staff or pupils.

Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community

General Guidelines for Staff

Staff should:

- wear a mask (or both a mask and a visor)
- maintain a 2m Social Distance at all times where practicable
- avoid congregating in communal areas e.g. reprographics and no more than 35 people in the Staff Room
- use hand sanitiser when entering the Staff Room
- be in their Tutor Room no later than 8.55am
- use SIMs to accurately record the register for Tutor Group and at the beginning of every class
- record the name of anyone who goes out to the Toilet on SIMs
- where possible, staff should follow the one-way system when travelling between classes

**There will be no staff briefing in the morning
staff must , therefore, check SIMs for cover**

Limiting Mixing of Pupil Groups

In order to minimise interactions between pupils:

- in Years 8, 9 and 10 wait in their outside space (weather permitting) when they arrive and must go to their Tutor Room at 8.55
- in Years 11, 12 must go directly to their Tutor Room on arrival
- in L6 and U6 can go to either the Study or to the Tutor Room on arrival
- will remain seated in their classroom between lessons unless travelling to a new classroom
- should not wait or congregate in the corridors and they should go directly into classrooms and take their seat immediately on arrival

Shared Classrooms

In order to manage the transition of teachers moving to different classrooms, teachers should:

- sanitise their hands on entering a classroom and use the cleaning spray to sanitise the teacher workstation (**leaving spray to work for 30 seconds**)
- to sanitise keyboard and mouse, spray a small amount of sanitiser on to blue roll and gently wipe keyboard and mouse leaving for 30 seconds
- not spray or wipe interactive panels
- ensure that ventilation is optimum by keeping doors and windows open (without propping open fire doors)
- where practicable, stay in the designated 2m area
- log off computers promptly at the end of the lesson
- remind pupils to remain seated at all times when waiting for their teacher to arrive
- should encourage pupils to spray and wipe down their own table and chair when they arrive into a new classroom
- ensure that rooms are left tidy

It is important that:

- desks should not be moved (should be in rows – separated and facing the front)
- pupils must sit in the same seats each day according to the seating plan
- Tutors in Years 8, 9 and 10 create a seating plan for the room used for Tutor Group and practical classes
- The first teacher of each class for general subjects should create a seating plan for each general classroom
- pupils must sit in alphabetical order, taking into account SEN information
- In Year 11 – the Tutor creates the seating plan for English, RE, LLW
- Teachers of other subjects must create a seating plan for their own classes
- during the last teaching period please ensure pupils straighten tables, clear their area, tuck in chairs, close windows to enable full cleaning after school