

One minute guide

COVID – WINTER GUIDE

REMEMBER:

HANDS: the better HYGIENE that is practised the lower the risk of spreading the virus.

FACE: use face coverings in line with national guidance wherever it is appropriate.

SPACE: the more space there is between people the lower the risk of spreading the virus, 2 metres apart whenever possible.

The more VENTILATION there is amongst a group of people the lower the risk of spreading the virus.

When risk assessing activities that would usually take place consider the following before going ahead:

Is this activity *essential*?

If a single person involved in that activity tested positive how many people would need to self isolate?

Has ventilation and space between people been maximised?

Are there facilities to maximise good hygiene? Sanitiser, wipes, tissues, bins?

Could a different space, different time, alternative way of conducting the activity allow for more protective measures to be in place?

Scenarios to consider:

Line management / supervision / performance management meetings – if it is felt essential to hold face to face meeting hold in well ventilated room and ensure that space has been maximised so that there is at least 2 metres between each person. Not every meeting will need to be face to face - which could be held online?

Learning walks, including feedback from pupils – how else could monitoring and support take place? Consider whether classroom observations / learning walks are absolutely necessary at this time in the context of the school. Consider alternatives such as online conversations with pupils, online conversations with teachers and staff to discuss progress and learning. If classroom visits are necessary spread out over time across the term, not one week of visiting every class. Who is visiting classrooms? Where possible avoid using one member of staff to go into every class, worse case scenario if that member of staff tested positive all of the staff / children visited could potentially be contacts

Closing school early (end of term / emergency) – keep to risk assessed measures you already have in place for safely managing end of day routines. Consider impact for example if a number of schools closing at early in close proximity increasing numbers of people at the same time. Emphasise safety messages to families that school bubbles in school do not apply outside of school.

Covering catering or cleaning duties – follow risk assessed measures and procedures set up by those who usually carry out these duties.

Impact of out of school social activities – although staff are of course able to socialise in line with whatever local / national restrictions are in place at the time, it is important for staff to understand their wider responsibility to ensure effective running of the school. For example, if six staff meet socially and need to subsequently isolate as a group this could have a significant impact on the educational provision for the school.

