



PROCEDURES FOR STAFF RETURNING TO WORK

CORONAVIRUS / COVID-19 – RETURN TO FULL OPENING SEPTEMBER 2020

It is our belief that if we all work together through these uncharted times, and follow strict simple guidelines, we can protect ourselves and others. It is important that we feel safe and protected in the workplace. We have considered the important balance of being safe and ensuring that time in school is educationally worthwhile.

We have shared a Charter with our students and parents / carers prior to returning to school. It is underpinned by the essential skills and values of resilience, respect and reflectiveness.

This document relates to advice and guidance from the DfE Government, County and Union advice, and our own in-house survey to ensure our COVID – safety readiness is in place.

KEY PRINCIPLES:

The key principles laid down by the DfE for the full opening of schools are as follows:

- Deliver a full curriculum, no impact on the educational experience
- As far as possible, keep students in bubbles
 - Year groups, which need to be kept apart
- As far as possible, maintain social distancing
 - One-way systems (as far as possible), students facing the same direction (canteen too), but not reduced class sizes
- Teachers must maintain social distancing so that they are not within a bubble
 - Remain at the front, don't circulate
 - 2m zone at front of classrooms to be preserved
 - If a year group bubble has to isolate, this does not include the staff
- Must ensure regular supervised handwashing takes place
- Must engage with track and trace
- If a group of students are not in school, remote learning must be maintained
- For the foreseeable future



STRUCTURE OF THE DAY –

The school day has been adjusted to support social distancing as far as possible, as follows:

- Staggered start and end times limited by bus times
- No lesson overlap, so that normal timetables operate to optimise education, although some instances of no changeover time for teachers
- Students in year group bubbles kept apart by a combination of stagger and location
- Greater stagger at the two breaks achieved by registration being at the end of lesson 2 or start of lesson 4
- Students have two 30+5 min breaks, with the handwashing taking place towards the end of the 30min
- Staff may have one shorter and one longer break, depending on lesson combination (the extreme is 10+55)
- Year groups assigned to staggered time-line according to split campus staff who need to travel at lunch
- Each classroom has a poster showing the timings of the day for the different stagger lines, each student has their own blazer pocket version for reference.

ARRIVAL AT SCHOOL –

Students will need to go to their zone on arrival to school and will not be allowed in the buildings. Before-school duty leaders will be outside by 8.20am, supported by ASPMs from 8.25am. Handwashing will begin at 8.25am and students will then move to their rooms. All teachers must be in their classrooms by 8.30am, as contracted. Y12 & 13 who have lessons P1 & 2 at RCT will not need to be there until 9.10am, but they will then miss tutorial at SGA that day. RCT students who have lessons at SGA P1 & 2 will come straight to SGA and miss registration at RCT that day.

PLEASE NOTE THAT LESSON 1 REGISTERS FORM THE FIRE REGISTER AND MUST BE TAKEN BY 8.55AM.

SOCIAL DISTANCING MEASURES -

We realise to socially distance in a school environment is difficult, especially indoors. We need to be alert and aim to socially distance as best we can.

From September, all students will be required to attend every day and so class sizes return to normal. Students must not mix with other year groups – each year group is a bubble and it is really important that the bubbles remain separate. Students will support social distancing within their bubble by not facing each other when inside. Classrooms have been organised to facilitate this, and teachers must not reorganise their furniture into groups.

All staff will need to ensure they remain at a 2m distance from students and other staff. It is really important that staff are in a separate bubble to students and that they are also separate from other staff too. As well as keeping staff safe, this is so that the school can remain open as far as humanly possible whatever the circumstances, and so that staff are able to continue with lessons remotely if certain groups of students are at home. It is every member of staff's responsibility to keep their 2m distance from everyone at all times. This is not a normal way of working and so we will need to give polite and friendly reminders to each other without fear of offending.

REMEMBER AT ALL TIMES: YOU ARE AN INDIVIDUAL IN YOUR OWN BUBBLE!

PPE –

PPE is not recommended in settings where you are mixing with people you mix with day to day, as such PPE is not generally required in schools, with the exception of instances where personal care needs to be administered. We have provided washable facemasks and made visors available to all staff and students, but the wearing of them is not mandatory. Gloves and wipes are also available, and these are advised when using shared equipment, such as the computer in a room that is used by other people. Face coverings may be mandatory for the journey to school for some staff and students. The facemask provided by the Academy can be used for this purpose and should be placed in its own bag when not being worn. Hands need to be washed before and after putting it on and removing it.



HANDWASHING -

Hand cleansing, using sinks, hand wipes or sanitiser, is to be done regularly, especially before entering a building so that only clean hands touch the door handles. Handwashing or sanitising must be done before and after eating too.

Everyone must use the outdoor sinks to wash their hands with soap for 20 seconds **BEFORE** entering the buildings. Students will be supervised doing this before school and at the end of the two breaks. We are also advised to wash our hands at least every 2 hours. The outdoor sinks will ensure handwashing is frequent and reduce demand on the internal handwashing areas.

WE ARE ALSO REQUIRED TO ENSURE STUDENTS CLEAN THEIR HANDS AT EACH LESSON CHANGEOVER.

This will be done inside the classroom at the start of lesson 2, lesson 5, and the registration to lesson changeover. On arrival at these lessons, students will need to stand behind their chair and use their own wipe or sanitiser before touching anything. Every student needs to bring their own wipes or sanitiser for this purpose as you cannot routinely circulate to hand them out.

Failure to do so will need the conduct card signing for missing equipment – this is to be done on **lesson 2 only**, otherwise they will have three signatures in one day for the same issue, but lesson 2 teachers must be rigorous in doing this so that it does not go un-noted.

Every room will have a supply of hand wipes to give to students without them. All disadvantaged students will have their wipes provided by the Academy. Once students have used their wipe, they should then use it to wipe the desk, leave it to one side on their desk and put it in the bin on their way out at the end of the lesson.

Each classroom will have a pack of surface wipes. At the lesson following break or lunch, teachers will need to place a surface wipe on each double desk. Students will need to wipe the desk on arrival. Teachers may wish to wipe the desks themselves, and can use the gloves supplied to do so if they wish. The supply, cost and environmental impact of wipes is a serious consideration, and so wipes must not be used unnecessarily or excessively.

IT rooms will have gloves, as well as wipes, and students will need to wipe their keyboard and mouse if another bubble has used the room before them.

Staff will need to be mindful and observant of students following our routines. If students are seen coughing (or sneezing), they will need to be kindly sent to medical without any fuss. If students are seen repeatedly touching their face, they will need to be kindly reminded not to and asked to wipe their hands and desk again.

THE EXTERNAL DOORS WILL BE THE ONLY ONES TOUCHED : IT IS THEREFORE IMPORTANT THAT ONLY CLEAN HANDS TOUCH THEM.

INTERNAL DOORS – (INCLUDING FIRE DOORS) -

These are all to be wedged open. This minimises hand contact and the spread of any bacteria. The fire evacuation routine has been amended to ensure fire doors are closed in the event of an evacuation. All teachers continue to have responsibility for closing their own classroom windows and doors on evacuation.

MOVEMENT THROUGH THE SCHOOL CORRIDORS -

There is a one-way system which must be followed by using the arrows and black & yellow striped tape on the floors. There are also clearly visible taped lines for making the 2m space in-between people easier to follow.

In wider corridors / more open spaces, a barrier will be seen to prevent people congregating and jay walking and to ensure a more channelled walk-way. NEVER take a shortcut – staff and students follow the routes at all times.

WE NEED TO SET THIS EXAMPLE AND WILL ENSURE THAT STUDENTS DO THE SAME



TOILETS -

It is difficult to apply social distancing and a 2m gap in these confined places. At break and lunch, students on the Sleaford Campus use the toilets within their zone. For staff, we envisage the single disabled toilets are ideal, but even if using a bank of toilets with an external door we need to be mindful of others. Please aim to wait outside at a distance if someone is already in there. **Be politely vocal!** Don't hold doors for others, we know we are not being rude. Afterwards **WASH YOUR HANDS** with soap for 20 seconds, leave the tap running and reach for a paper-towel to dry your hands, then turn the tap off with the paper-towel and bin it. This means that only clean hands will touch the door handle to leave. When going to the toilet **YOU MUST** follow the one-way system – even if no-one else is around.

Students will only be able to go to the toilet in the two 30 minute breaks. However, if someone is clearly desperate/ wriggling in their seat or has a medical pass then do let them go.

Cleaning staff will clean all the toilet areas after the breaks during the day. The key though is that we all thoroughly wash our hands after using the toilet.

YOUR CLASSROOM

Students must not face each other in classrooms. In the majority of cases, this means that desks are in rows with all students facing the front. In some rooms with computers around the edge, this is not the case but the principle of students not facing each other is retained. Some practical subjects have screens to separate students. Please do not move your furniture around. If you have a spare desk in a classroom you may wish to use this for the **exchange table**.

If you have a Teaching Assistant in your classroom, please allocate them their own desk within the vicinity of the students most likely to need help. They will be using mini-whiteboards to help them communicate with these students. Where you are concerned about the room or seating plan for your TA, please inform Rachel Sanderson and Angela Walker.

The front of your room or desk area is the **Teacher zone** and a '**no go**' zone for students. Classrooms may have a Perspex screen to distinguish the teacher zone and so enable staff to work behind this to protect further. Students are aware of the importance of this and have signed a Charter in support of our expectations in class.

DO...

- Be organised and place the resources for the whole lesson on each individual desk for each student, ready on student arrival. Place a wipe on the desk for students to use at the end of the two breaks.
- Have a seating plan ready in advance.
- Plan your lesson so that students remain seated throughout.
- Teach from the front – please do not walk around checking work as we would normally do.
- Consider students marking their own work. Students will be issued with a purple pen on their first day in school and may keep this. Use live-write, photos of work on screen, virtual textbooks, and use of the visualizer to show work or a book.
- You may choose to wear gloves if using a keyboard and use a surface wipe. The key is to wash your hands before and after using them and avoid touching your face.
- Have spare pens / pencils in case a student forgets theirs – do not ask for it back though.
- Have an **exchange** table where students can place their work to **show** the teacher if they need help with it - one at a time, you may prefer to use worked through examples on the board instead.
- Ensure that students take everything with them at the end of the lesson.
- Have your door and windows open, to let fresh air circulate.
- For any photocopying resources – planning and timing is key. Please email reception/ reprographics and attach the resource. Give clear details regarding number, size, colour, back-to-back etc. This can then be picked up in the usual way by yourself.
- Adhere to the timings of the day rigidly, ensuring classes are packed up ready to go on time. There will be no bells. All staff will need to use the time shown on their computers as the time the Academy is working to – this will be the same on every computer.



DON'T...

- Ask students to line up outside the classroom.
- Allow students to get up freely and move around the classroom.
- Have classroom monitors giving out resources / wiping the board etc.
- Have shared resources such as glue, scissors or any shared stationery.
- Plan to use the library, or ask students to use library books. The library will organise book boxes on request.

RESOURCES

- No resources should be shared between year groups without being meticulously cleaned or left for 48h (72h for plastics)
- Textbooks etc. can be shared within bubbles - so GCSE texts cannot be shared across Y9 to 11
- No unnecessary sharing of equipment
- Staff and students may take exercise books home if it is educationally worthwhile (note that the feedback policy will still apply!)
- Consider students leaving exercise books in school and doing homework online or on paper
- Regular use items, such as pens, should not be shared
- Copying can be emailed to reception
- Do not rely on last minute printing or photocopying – plan ahead at least two days
- Ideally have all the resources students need on their desks on arrival. Where this is not possible due to no change-over time, students may hand books out. The teacher must not.

Ensure, as a department, that you all feel happy and secure in your teaching and new ways of working. Departments will have produced their own risk assessment documents if using equipment and these should be shared. If you are unsure just ask.

DUTIES -

- Staff will be expected to do one 30-minute duty per week. There is then a 5-minute changeover time.
- The majority of the duties will be supervising outside to ensure no bubble mixing, supporting the students to maintain social distancing and then supervising handwashing.
- Duty staff must be vigilant in ensuring students do not enter other zones. There are allocated toilets in each of the zones at the Sleaford Campus.
- We will aim for handwashing to begin 5 minutes before the end of the 30-minute slot, and it may run into the allocated change-over time. To begin with, we will begin 10 minutes before the end of the 30-minute slot until the routine is embedded and more efficient.
- In the vast majority of cases, tutors will be allocated to their year group zone on a day when they teach their year group lesson 3, or a year group on the same stagger line, or are on non-contact. This will have the added advantage of enabling them to discretely monitor the social interactions, or lack of them, amongst their tutees.
- They will supervise either first break or second break and this may directly lead from, or into, registration.
- The zones for handwashing in most cases are near the year group base.
- Year groups in adjacent zones have been coordinated to have minimal break overlap.
- In terms of moving to lessons, as far as possible other year group zones must be avoided or students walk along the perimeter of the zone, not through the middle.

REMEMBER: THE UNDERLYING PRINCIPLE OF FULL OPENING IS THAT YEAR GROUPS DO NOT MIX!

USING THE CANTEEN –

Timings will be staggered to avoid a mass influx of people. Markers will be placed on the floor to ensure safe queuing and the space has been divided into two halves to support two year groups at once. Due to the staggering of the day, each year group will have a 20-minute 'slot' for using the canteen and the tables will be cleaned before the next year group's slot begins.



St. George's Academy

Staff using the canteen must maintain social distance and sit away from the students. Use the hand sanitiser before eating. Each individual is to be responsible for clearing up after themselves – moving their own plates and rubbish etc. to the allotted areas. The one-way system is to be followed for entry and exit to the canteen. Use the hand sanitiser again after eating or move outside and wash your hands before coming back in. Canteen staff will pass you a clean tray and cutlery.

BREAK & LUNCH – SOCIAL FREE TIME

These are to be staggered to allow for monitoring of student numbers and ensuring social distancing can take place. There will be two 30-minute breaks plus 5 minute movement time and students may eat at either time. Eating can only take place in the canteen or outside. Students are not to eat in any classrooms, even if it is raining. Students will be supported to maintain their social distance during breaks and lunch by duty staff. Students will be allocated to specific areas to ensure social distancing.

IT'S POURING!

- All parents advised that a warm, waterproof coat with a hood is an essential
- In most cases, the students will remain outside for their two breaks
- In more extreme weather, the wet weather plan at Sleaford is as follows:
 - Year 9 then Year 8 in OSH (enter by M8, leave by M6)
 - Year 10 then Year 7 in NSH (enter by PE office, leave by Fitness suite)
 - Year 11 in ground floor English rooms, which will then be cleaned by the day janitors before P3 and 4
 - Year 12 & 13 in work room or off site
- At Ruskington:
 - Y7 then Y10/11 in Main Hall
 - Y9 then Y8 in Sports Hall
- Still go outside to undertake handwashing, so that there is no break overlap
- Unless the weather is really extreme, in which case they will need to go to lessons a little early and use their hand-wipes/sanitiser instead
- If the weather is extreme before school, they may arrive to lessons a little early.

THE STAFFROOM/ DEPARTMENT MEETING PLACES –

These will not be used by staff in the usual way, as we need to follow social distancing rules and they are generally too small to facilitate that. The use of these needs to be staggered when making hot drinks. You may wish to bring a hot drink flask in instead. You will need to wash hands, use sanitiser when using the fridge for example – we all share so much in our staff rooms, so be mindful. Ideally, bring all that you need in a cool bag. You may wish to then 'meet and socialise' in a classroom in order to more easily maintain social distancing. Wipe the desks down, sanitise hands before and after eating or drinking and wipe the desks down again afterwards. You would be well advised to wipe the chairs where they have been touched too.

OFFICES –

Ensure you maintain the 2m social distancing measures. Aim to have a window and door open to circulate the air. Please move furniture if you share an office or come to an agreement to stagger the use.



MEETINGS WITH OTHERS & GATHERINGS

Ensure you maintain the 2m social distancing measures. Remember to not make physical contact, i.e. Hand shaking. The Charter has stated that parents and carers will email or phone rather than coming into school for meetings. There should not be unannounced visitors coming into school.

- All assemblies will be pre-recorded or on Teams.
- All staff briefings will be pre-recorded and released on Friday afternoon for watching before school on Monday. Staff with individual announcements will need to do these by email.
- Small meetings can be in person, socially distanced.
- SPM meetings will be with a reduced attendee list.
- HoFs briefing will be on Thursday at 8.10am in the main hall.
- RST will be in CoG
- Departmental meetings will be in larger classrooms, or larger spaces for the Core Faculties
- Tutor meetings will be in larger classrooms
- Professional Learning Communities will follow a departmental model
- Large parent events may be held virtually rather than in person.
- Every classroom and office now has a webcam to facilitate effective Teams meetings in school.

ILLNESS –

If a student or member of staff has symptoms of coronavirus they must ensure they inform school (HR and Line Manager) straight away. Students who are seen to be unwell must be sent to the medical room discretely.

In the event of a pupil or staff member becoming ill whilst at school with a new, continuous cough or a high temperature, or with a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). It is very important that all staff read this guidance.

The Academy is required to engage with the NHS Test and Trace programme, which will involve identifying close contacts of any individual and following the instructions provided by PHE.