

## COVID-19 Policy

### Introduction

With the coronavirus expected to remain an issue for some time, Giffards Primary School is eager to try and return and/or maintain a degree of normality. However, we recognise that this has been a challenging time for all of our staff and pleased be reassured that all decisions have/will be taken with your continued health and wellbeing in mind.

I would therefore like to take the opportunity to outline steps that the Giffards Primary School has taken, and will continue to take, in order to keep our staff safe whilst at work.

### Risk Assessment

In keeping with the latest government guidelines, we have conducted a detailed COVID-19 Secure Risk Assessment in order to ascertain the risk of the disease spreading in the workplace. Through this assessment, we have identified measures that we believe it is essential for Giffards Primary School to take for the foreseeable future. A copy of this risk assessment is attached to this letter.

### Cleaning the Workplace

Steps have already been taken to clean the School thoroughly in line with the latest government guidelines. Going forward, we will be implementing enhanced cleaning and sanitizing regimes.

### Staff and Pupil Hygiene

We encourage all staff and pupils to maintain high levels of hygiene whilst in the School. Regular hand washing, through the use of soap and water for at least 20 seconds, will be strongly encouraged. This is especially important before eating and after using the toilet. Hand sanitisers are situated throughout the School. Where possible, paper towels will be provided to assist staff and pupils in drying their hands thoroughly.

Staff and pupils should avoid touching their face and will also be asked to avoid sharing objects such as pens as much as possible.

### Social Distancing

In line with government guidance, we have taken steps to implement social distancing throughout the School. These will be detailed within the COVID-19 Secure Risk Assessment.

Current government guidance advises staff to avoid the use of public transport where possible.

Educational-related travel is also to be limited as much as business need permits. If travelling for educational purposes is deemed essential, steps will be taken to observe social distancing and hygiene measures.

We will also take steps to limit the number of external visitors to the School. Any visitors who do enter the building will have all social distancing and hygiene rules explained to them.

## Personal Protective Equipment (PPE)

Any PPE in use prior to the coronavirus outbreak should continue to be worn.

Giffards Primary School insists upon the use of PPE whilst in the School when cleaning. This includes, aprons and gloves, as mandatory and face masks if cleaners wish. We will provide all relevant equipment to staff (as required). PPE apron, gloves, masks and visor if necessary, to be worn by any staff administering first aid.

We ask that all staff take care in their use of PPE and exercise good hygiene.

## Being Mindful of the Spread of Covid-19

All staff are asked to be aware of the symptoms of COVID-19, which are understood to be:

- Cough
- Difficulty in breathing
- Fever (38.0° C or greater)
- Loss/change to usual taste or smell.

If any member of staff starts to display these symptoms or feels they have come into contact with someone who is displaying symptoms, we urge them to contact their line manager as soon as possible. Please note that government guidance surrounding self-isolation will continue to apply going forward.

## Managing Staff Returns

We recognise that the coronavirus outbreak will have impacted on our staff in different ways. We also accept that some members of staff may have been 'shielding', or self-isolating, in line with government guidance. As such, the School has taken steps to identify staff who may be in these positions, assess their situation and consider what further support may be necessary as they return to work.

If you have any queries or concerns in relation to returning to the workplace, please contact your line manager in order to discuss your circumstances.



Chair of Governors  
October 2021