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| General illness | If you are unwell please stay at home and inform us of your absence in the usual way. If you feel you may have the virus, follow the advice given by the government regarding test and trace and self-isolation. Keep the College informed, via HR, of any test results or advice you have been given by a medical professional. |
| Taken ill at College | If you become ill or show signs that you may have the virus whilst at work, leave the site immediately and inform HR and your line manager or senior manager of your illness. If you are able to tell us which areas of the College you have been in recently we will be able to assess whether we need to isolate these areas and schedule a thorough clean. Keep the College informed of any test results or advice you have been given by a medical professional. |
| Hand hygiene | Good hand hygiene is important to avoid contracting or passing on the virus. As well as taking the opportunity to wash your hands regularly, hand sanitiser stations have been positioned around the College and should be used on entering each block. |
| Safe distancing | You must take personal responsibility for maintaining a safe distance between yourself and others. Two metres should be maintained where possible and one metre as a minimum. |
| One way system | Signage has been placed around the College to help maintain a safe distance and facilitate the flow of people around the building. You must adhere to this system at all times, even if this means not taking the most direct route to your destination. |
| Offices | Office occupancy levels have been indicated by a room survey, which should be adhered to wherever possible. Please do not share desks or resources nor enter into any office which is not your normal place of work. Where resources are shared, such as a telephone, staff should use the wipes provided to clean the device after use and dispose of these responsibly into a bin. Some staff teams will be operating as bubbles (such as in MIS/Exams/Finance) and feel comfortable working more closely than 2m apart so long as others do not enter their work area. Offices should be ventilated by opening widows and keeping doors open wherever possible and practicable. |
| Classrooms | Classrooms should be laid out to facilitate groups of 1m+ distancing with single desks arranged to face the front of the class where practicable. Facilities will assist with moving furniture as requested prior to the start of teaching on 14th September and room users must ensure they do not make changes to layouts which do not maintain distancing. Rooms must remain well ventilated by opening windows and keeping doors open wherever possible. |
| Complying with guidance | Staff must not only comply with guidance themselves, they must also play an active role in encouraging others to comply in order to help everyone to stay safe. |
| Communicating with each other | Communication via telephone, email or other electronic means should be adopted wherever possible. Staff and students must not routinely enter into spaces which are not their normal place of work. Face to face meetings should be conducted in spaces large enough to ensure safe social distancing. Documents which can be shared electronically should be rather than in physical form. |
| External visitors to College | External visitors should attend by appointment only and this must be recorded on sharepoint. Staff must collect and return their visitors to reception and stay with them at all times. Hosts are responsible for ensuring visitors adhere to the same guidelines outlined for staff and must report any breaches or concerns to SLT, duty manager or Principal’s PA ASAP. |
| Travel to and from College | Staff should consider how and when to travel to work in order to follow government advice and ensure social distancing is maintained. Staff car parking charges will not be enforced for the academic year 2020-21 to help enable staff to avoid public transport although vehicle details should be updated with HR. Staff are requested to drive safely and to park considerately within an appropriate parking bay at all times. |
| First aid | Staff who provide first aid assistance must make use of the additional PPE available from reception or from the estates manager in order to minimise risks of contracting or passing on the virus. Serious incidents should involve the emergency services as usual and suspected Covid cases should not require first aid treatment as they will need to remove themselves from the College site with immediate effect. |
| PPE | PPE will be provided as identified in group and individuals’ risk assessments. In addition, the College supports the wearing of face masks and will make clear visors available to all staff as required from estates. |
| Cleaning | Additional cleaning of high traffic areas and touch surfaces and the emptying of bins will take place throughout the day with room cleaning at the end of the day. Wipes will be provided for the sanitisation of shared resources such as telephones and IT kit. Deep cleaning will take place as necessary should we identify an increased risk of virus contamination. Staff must avoid hot-desking in offices and teachers are asked to clear classroom teacher desks of their personal belongings at the end of each day to help facilitate the cleaning process. |
| Personal care | Staff who administer personal care or who are required to work in close proximity to students will operate in bubbles and must make use of appropriate PPE to minimise risks to themselves and others. |
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