

Marazion School

Coronavirus Staff Code of Conduct Appendix

Coronavirus Principles for Staff

Do not come to work if you, or any of your household, have coronavirus symptoms, or go home as soon as these develop (informing your line manager) and access a test as soon as possible. We will need to see evidence of the test result.

Staff Communication:

1. You must make sure that you keep up to date with all school communication including email; WhatsApp; Microsoft Teams; school newsletters; telephone calls
2. You must make sure that you have access to your school email address and that you check your emails to this account regularly
3. You must discuss an 'enabling work during covid-19' document about returning to work, if appropriate

Preparing the site:

1. You must read and sign the risk assessment for a September 2020 return to Marazion School
2. You must organise, manage and repurpose your classroom / indoor / outdoor spaces to suit the new rules and procedures in the risk assessment

Cleaning and Hygiene:

1. You must clean your hands more often than usual - with running hot water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. You must clean your hands on arriving at school; after every session and before and after eating food. You must also wash your hands after using any equipment and resources, including books.
2. You must use the 'catch it, bin it, kill it' approach – cough/sneeze into your elbow or use a tissue. You must put any used tissues immediately into a lidded bin.
3. You must try to avoid touching your mouth, nose and eyes.
4. You must clean frequently touched surfaces/equipment and resources often during the school day using standard products, such as detergents and bleach.

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5. You must make sure that you teach the children in your class to follow the new rules and systems in place to ensure good hygiene, for example hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc
6. You must make sure that children do not share equipment and resources like stationery and toys. Any shared equipment must be cleaned after use.
7. You must make sure that children go to the toilet one at a time
8. You must use the appropriate PPE when supervising a child who is presenting symptoms of coronavirus and, in addition, when administering first aid and/or intimate care. This PPE equipment must include a fluid resistant mask
9. Staff can have a packed lunch provided by school or they can choose to bring their own food from home. Lunch can be eaten inside / outside / in the car, practising social distancing and good hygiene, in particular hand washing. An adult lunch costs £2.76 per day - £13.80 per week
10. Staff can use kettles, urns or microwaves but they must disinfect these after use
11. Staff can bring their own reusable cup into school as there is no waste attached to this – staff must clean their own cup and keep it safe
12. Staff must leave bags in their car – car keys must be kept safely in a drawer or cupboard or can be left on the hooks in the staff room
13. Staff can take phones and laptops to and from school. Staff are responsible for cleaning their phones/laptops regularly throughout the day.
14. Staff can take books and other shared resources home – the rules of hand cleaning; cleaning of resources and rotation should apply to these resources.

Contact with children and adults:

1. Pupils and adults are now remaining in consistent small groups where possible so that contacts are minimised across the school.
2. Staff must maintain distance between adults and children wherever possible.
3. You must make sure that working spaces are well ventilated with doors and windows open for air flow.
4. You must try and work outside the classroom as much as possible.
5. You must modify your teaching approach to make sure that you can keep a distance from children in your class as much as possible, particularly close face to face support. It is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important.
6. You must limit your contact with other staff members. You must not congregate in shared spaces, especially if they are small rooms.
7. Use of the staffroom must be minimised. Staff must maintain social distancing in the staffroom.
8. You must take turns going to the toilet – only one adult to use the toilet at a time.
9. You must have staggered break/lunch times and make sure that you are socially distancing during this time.

10. You must read the Marazion School Coronavirus Behaviour Policy Appendix and know what role in it you're being asked to take.

Behaviour Outside of School

1. As always staff must remember that they are representatives of the school, figureheads of the community and that their behaviours should consistently portray the school in a positive light.
2. You must keep up to date with all of the guidance and socially distancing protocols issued by the government in relation to Covid 19 and set an example to the wider community by following this guidance explicitly.
3. If you witness members of the school community and/or members of staff breaching the guidelines set out by the government you have a duty to report this to the Designated Safeguarding Lead.