



## Staff Behaviour Policy COVID-19 Annex

As The Manor Preparatory School fully re-opens for all year groups in September 2020, staff working on the school site must follow the following principles in addition to those outlined in the Staff Behaviour Policy:

1. Do not come to work if you have coronavirus symptoms. If you develop coronavirus symptoms whilst at school, you must leave work as soon as possible (please follow the guidelines in [The Manor's COVID-19 Response Policy](#)). If you have coronavirus symptoms, you must access a test as soon as possible.
2. Clean your hands more often than usual, using running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. When using any shared equipment such as HDMI cables for connecting to interactive boards, ensure that you use hand sanitiser immediately before and after use.
3. Use the 'catch it, bin it, kill it' approach when using tissues.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often, using standard cleaning products as provided by The Manor.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). **If you are teaching or supervising children outside of your bubble or if you are in your own individual bubble, you must keep a 2m distance from them at all times. In these cases, you must contact the School Nurse for support where non-urgent First Aid is required in line with [The Manor's COVID-19 Response Policy](#).**
7. Keep a 2m distance from all other adults in the school. If you have any concerns about this, please speak to a member of SLT.
8. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
9. Help your class to follow the safety rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by ensuring that The Manor's COVID-19 safety posters are clearly visible on classroom displays.
10. Prevent your class from sharing equipment and resources (such as stationery).
11. Keep your classroom door and windows open if possible for air flow.
12. Limit the number of children from your class using the toilet to one at a time.
13. Limit your contact with other staff members and don't congregate in shared spaces, especially if they are small rooms. **Please only use the staff breakout rooms which have been assigned to you by SLT.**
14. Make sure you have read and understood The Manor's Staff Behaviour Policy (contained within the Safeguarding Policy).

15. Ensure you know the role you are being asked to take during the full reopening of school and if you are unsure of your responsibilities, discuss these as soon as possible with a member of SLT.