

.....:SAFER WORKING NOTICE V6:.....

IT IS IMPORTANT THAT WE ALL KEEP TO THE FOLLOWING RULES. PLEASE DO NOT BE EMBARRASSED CONFRONTING SOMEONE WHO IS NOT ADHERING TO THIS; THE RULES ARE HERE TO HELP KEEP UP ALL SAFE AND HEALTHY.

1. SOCIAL DISTANCING

Although the Government realises that social distancing is hard in school, WE MUST TRY OUR BEST TO KEEP A SENSIBLE DISTANCE AWAY FROM OTHER ADULTS AND CHILDREN. If we can keep 2m apart, then we MUST. Please do not stay in close proximity to anyone for any length of time and please do not share items with other people. No handshaking. No physical contact. Please do not share sofas. Tables for children should be spaced apart and MUST NOT BE USED BY SMALL GROUPS. Children should sit one to a table and should be facing the front.

A face covering should be used when in communal areas and when moving around school. We also recommend that face covering are worn in class – especially if you cannot socially distance from other adults. If you cannot wear a face mask, please consider wearing a visor. **You must keep a diary of the names of anyone who you have come closer than 1m to, and for one minute or more – or closer than 2m to, and for fifteen minutes or more. Therefore, we MUST keep contact distant and brief. STAFFROOMS ARE PARTICULARLY TROUBLESOME AREAS.**

2. HANDWASHING & KEEPING CLEAN

EVERYONE must wash their hands AS SOON AS THEY ENTER THE BUILDING. This also applies to children – hand sanitiser should only be used if washing facilities are not available. ALWAYS wash your hands before leaving the building and use the hand sanitiser once you have used the e-system to record your presence in - or exit from - the building. Remind the children to wash hands AT LEAST every hour; they should also be wiping down chairs & tables. You should also wash your hands thoroughly and more frequently than normal. Please remember to wear clean clothes each day; normal clothing rules have been relaxed. If you are using any sofas in a shared staffroom, please try to use the same one each time and spray it with the disinfectant aerosol spray after you have finished sitting on it (this should be located in your staff room area). Hands should be washed/sanitised as you move from one zone to another. There are sanitising stations throughout the school; please use these as you move around the building. Face masks and cleaning materials are also contained at these stations; we urge you to use these during the school day.

3. WATCH WHAT YOU TOUCH

Where possible, keep the handling of items to a minimum. Use your elbow to push buttons for doors. Do not hold the door open for others whilst they pass. Do not touch your eyes, nose or mouth unless you have just washed your hands. Do not share items and discourage children from sharing items with each other. Items of soft furnishings or soft toys should not be handled. School does have aerosol disinfectant sprays to use on these items if you need to use them – please ask for one if you cannot locate it in the adult areas of school (eg staffrooms).

4. FOLLOW THE SIGNS, FOLLOW THE ARROWS

It is very important that you adhere to all signage located across the school. Follow arrows. Do not go into areas you do not work in. Respect each zone and think of them as isolated bubbles.

5. CATCH IT, BIN IT, KILL IT

Cough into a tissue or your elbow, then wash your hands. Place the tissue into a bin. Wash your hands again. Please remind children of these rules.

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PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

6. HEALTH

When entering school, it is important that you sign and date our health declaration form. This confirms that you feel well and are symptom free. If, as the day progresses, you start to feel unwell, PLEASE GO HOME. You should then arrange to have a COVID-19 test. If a child says that they are ill, please inform the office using our walkie talkie system. Children should be separated from their peers if they show any signs of a cough, fever or loss of smell/taste.

7. LATERAL FLOW TESTING

If possible, please fully engage with the school's LFD/self-testing initiative. This helps keep us all safe. Testing kits are readily available from the headteacher. Tests should be completed twice-weekly. Please remember to keep the school informed of your LFD test results.

8. USE COMMON SENSE & TRY TO KEEP A SENSE OF HUMOUR & LET ME KNOW IF YOU HAVE ANY WORRIES.

We are all in this together. Working as a TEAM helps prevent the spread of the virus.

SCHOOL WILL CONTINUE TO MONITOR AND REVIEW ALL OF IT'S COVID-19 ARRANGEMENTS ON A REGULAR BASIS. IF YOU FEEL ANXIOUS OR WORRIED ABOUT ANY ASPECT OF YOUR WORK OR THE POLICIES WE HAVE IN PLACE, PLEASE DO NOT HESITATE TO SEE THE HEADTEACHER, MR LEE ASHTON, ABOUT THIS.

PLEASE ALSO REMEMBER THAT EVEN WHEN YOU HAVE RECEIVED THE VACCINE YOU CAN STILL CATCH AND TRANSMIT THE VIRUS – THEREFORE IT IS ESSENTIAL THAT YOU CONTINUE TO FOLLOW ALL OF OUR SAFER WORKING RULES AND PROCEDURES. THANK YOU.

PLEASE STAY SAFE & KEEP HEALTHY.



Tel: 0161 921 2400 Fax: 0161 921 2415

Email: primrose.hill@salford.gov.uk Web: www.primrosehillprimary.co.uk