

# COVID PRACTICES FOR ALL STAFF

November 2020

## ARRIVING AT AND LEAVING PRE-SCHOOL

### On arrival - all Staff must (in this order):

1. Immediately apply hand sanitiser at the front door/gate.
2. Go straight to their locker to put their bags away and cell phones in a sandwich bag in their locker without touching anything else or even going to the toilet.
3. Proceed to the bathroom to wash their hands with soap and water for 20 seconds. Dry hands by shaking them dry.
4. Masks must remain on at all times in the pre-school unless they are on their own in a room.
5. Have their temperatures taken by the Thermoscanner. Any high temperatures must be reported to the Head Teacher and Principal immediately.
6. Check the level of their classroom hand sanitiser and refill it for the day.
7. Open their classroom windows to ensure maximum air flow.
8. Disinfect their class tables, chairs, door handles and window latches with a cloth and a litre of water mixed with 4 teaspoons of bleach \*<sup>1</sup>.
9. Only then actively engage for the first time with children and fellow staff.

**NB** - practices 1-6 must also be followed if you have left the school property during the day.

### When leaving the school property - all Staff must (in this order):

1. Wash your hands with soap and water in the bathroom once your shift has finished for the day (or if for some reason you need to leave the school property during the day). Also use the toilet at this point rather than later before you leave.
2. Get your bags and cell phones out of your locker.
3. Leave the school premises immediately without touching any surfaces other than the gate.

## DURING THE DAY

### Throughout the day - all Staff must:

- Wash your hands with soap and water in a bathroom at least once an hour.
- Only use hand sanitiser supplied by Peak Child and only when you are alone in class with your children and unable to go to the bathroom to wash your hands.
- Hug and touch children much less than you normally would.
- Stay in their own areas and the playground.
- Not go into other teacher's areas.
- Wear visors as well as masks at all times if they are at high risk - other than when taking a tea or lunch break.
- Wear disposable gloves when changing nappies and then throw away the gloves.
- Clear their rubbish bins at the end of each day and take the contents to the big black bin outside.

### During tea/lunch breaks – all Staff must (in this order):

1. Wash your hands with soap and water in a bathroom just before you take your break.
2. Only enter the break area once anyone else has left the area.
3. Enter the area and remove your visor and/or mask.
4. Apply hand sanitiser and get your phone from your locker keeping it in the sandwich bag, then rub the bag with a light film of hand sanitiser if you want to use it during your break.
5. Wash your hands again in the bathroom at the end of your break before returning to your classroom.

\*<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>