

# COVID PRACTICES FOR PRINCIPALS AND HEADTEACHERS

November 2020

## Principals must:

- Use the same entry and exit practices as all other staff
- Be physically present at the pre-schools every day but limit their interaction time at each school or remain on their own in a room for the bulk of the time they are at the pre-school.
- Avoid all physical contact with the children.
- Keep a distance of at least 1 metre from children at all times except in an emergency where there is no-one else to deal with the emergency.
- Interact with Parents primarily via email, telephone, WhatsApp message or a Zoom/WhatsApp call.
- Interact with Teachers at the pre-schools with the maximum possible social distancing and preferably in the playgrounds as much as possible.

## Head Teachers must:

- Use the same entry and exit practices as all other staff
- Limit their physical touching of children more than other teachers.
- Check at the start of the day that:
  - All bathroom basins have soap.
  - Each class has its hand sanitiser in place and that there is enough for the day.
  - The COVID isolation area is clear and securely partitioned off.
  - All Staff know who the “Gatekeeper” is for the start and the end of the day.
  - All Staff know who the “Thermoscanner” is for the start and the end of the day.
  - All staff know who is the “Isolation Nurse” if a child has to be isolated.
- Ensure a staff member - “the Gatekeeper” - is stationed at the school gate to prevent parents entering the school.