



Covid-19 Keeping Safe in the Workplace



To stay safe and protect others we must minimise the opportunity for Coronavirus (COVID-19) to spread from one person to another. You can help to keep yourself and those around you safe by:

Hand Washing - Wash your hands when you arrive at school first thing and before you leave each day. Additionally, wash your hands regularly throughout the school day. Where you are unable to access soap and water use the hand sanitiser provided.. Always wash your hands before you eat/handle food. Remember, the 20 second hand washing rule.

Coughs/Sneezing—Cough into a tissue, bin it and then wash / sanitise hands immediately. If tissues are not available sneeze/ cough into the crook of your arm.

Social distancing— Maintain a 2 meter distance from other adults in the building at all times. Adults should also socially distance from students. Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn.

Face —Avoid touching your face, (eyes/mouth /nose), with unwashed hands. If you notice others touching their face remind them that it is important not to touch their face to help prevent the spread of infection.

Surfaces—Avoid touching surfaces unnecessarily. When you arrive at your workstation clean the area that you will be working at and wipe down surfaces. Mitie will continue to clean surfaces each day, this is an additional precaution should you wish to do so.

Good Hygiene—Remind pupils of good hygiene measures mentioned above throughout the school day.

Ventilation - To improve natural ventilation where possible keep classroom doors open and where applicable open the windows in your classroom. Classrooms without windows have ventilation systems, they are maintained and in full working order.

Cleaning —When students move class it is important that they wipe down their desk/chair before leaving and when entering a new room. They should also be asked to use the hand sanitiser provided if they forget to do so.

Seating—Seat young people side by side and facing forwards rather than face to face. Apply social distancing if the room permits this. It does not have to be a strict 2 meters for senior students but it is advisable to socially distance as much as possible.

PPE— Routine activities: No PPE is required when undertaking routine educational activities in classroom or school settings. Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn. In other circumstances, adults in schools (including the school environment, such as at the school gate) should not need to wear face coverings as long as they can maintain 2m distancing. Some children and young people may need additional support/reassurance about the reasons for adults wearing face coverings. However, anyone (whether child, young person or adult) wishing to wear a face covering in school should be enabled to do so.

Stay vigilant - The whole school community should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite. The most common symptoms are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste (anosmia).

It is essential if you are symptomatic or someone in your household is symptomatic that you follow the guidance on [NHS inform](#). You must inform a member of staff if you are feeling unwell with symptoms of COVID-19.

Risk Assessments—Follow advice and guidance in the risk assessments that have been shared. Your departments will also need to review your risk assessments to ensure suitable safety measures are in place. Results and safety expectations need to be shared with all parties involved in the activity including the pupils.

Keep updated with the advice and guidance available on [Health Protection Scotland](#) and [Scottish Government Website](#). If you notice something new that needs to be addressed please report this on via your line manager.